

Protect These Records

There are two basic questions to ask when designing an information security program:

What information do I have to protect?

and

How am I protecting the information I have?

The following chart lists sensitive information found in a loan file that needs to be protected.

This chart is for illustrative purposes only. It is not a full or comprehensive list of all sensitive information found in a loan file.

Sensitive Information	Possible Loan File Documents Containing Sensitive Information
Account Number	<ul style="list-style-type: none"> ○ Application ○ GFE ○ HUD-1 ○ Note ○ TIL
Copy of Checks	
Credit Report	
Credit Card Information	<ul style="list-style-type: none"> ○ For paying closing costs ○ Appraisal fee
Driver's License Number	<ul style="list-style-type: none"> ○ Photocopy of driver's license ○ Patriot Act Disclosure Borrower Identification ○ Identification Letter- Borrower
Financial Statements (including: bank statements, investment statements, etc.)	
Medical Records	<ul style="list-style-type: none"> ○ Proof of continued income from social security or disability
Social Security Number	<ul style="list-style-type: none"> ○ Uniform Underwriting and Transmittal Summary ○ Application ○ Photocopy of social security card ○ Request for Transcript of Tax Return ○ Social Security Number Verification ○ W-9 Request for Taxpayer Identification Number and Certification ○ Authorization for the Social Security Administration to Release Social Security Number Verification ○ Closing worksheet ○ Patriot Act Disclosure
Taxes	