

Documents with Sensitive Personal Information (Fin Lit 10.9)

Provide students several documents that may contain sensitive information. Their goal is to analyze each document to uncover:

- a. The purpose of this document seems to be...
- b. What sensitive information is contained in this document?
- c. Why should I be careful with this document?
- d. What precautions should I take when:
 - keeping,
 - sharing,
 - or disposing of this document?

Possible Documents (included on SaskMoney site):

- Pay Stub
- Passport
- Bank Statement
- Driver's License
- Credit Card statement
- Drug Prescription and receipt
- Energy Bill
- Resumé
- SIN letter

Delivery Options

- 1) Provide a package of documents to students and have them go through each (in partners?), identifying responses for each of the three guiding questions. Debrief as a class.
- 2) Get students moving!
 - a. Post each document around the classroom or in the hallway.
 - b. Have partners and groups start at separate documents. Give five minutes to analyse the document add responses to questions on sticky notes or chart paper.
 - c. After the initial analysis, groups rotate through the other document, adding:
 - Considerations prior groups may have missed.
 - A question mark beside information they are unsure of.
 - A check mark beside info they agree with.

- d. Debrief as a class by having each group report on the document that they started analysing.
- 3) If teaching online, consider posting the documents using a mural.co mural board. Students can then add digital sticky notes to complete the steps above.

Key Concepts for Discussion

- We should all be careful with paper and digital versions of documents as sensitive information can be accessed leading to identity theft and fraud.
- When creating documents such as resumés, students should question what personal information needs to be shared. In a resumé, for example, personal info usually doesn't extend beyond a name and contact information (phone number, email address, and possibly a mailing address). SIN info, birthdates, religion, height, weight, etc. are not needed.
 - This is especially true if sharing images or documents online.
- Certain documents should be safely filed whether digital or hard copy: ie) tax documents should be kept for 6 years.
 - You may explore ways of filing safely online and/or storing documents at home.

Many documents should be shredded when they are expired or no longer useful: old driver's license, expired passport, copy of phone bill, etc.

Assessment Suggestions

Formative: Have students complete an exit slip or other form of reflection where they consider what habits (minimum of three) they will employ when handling personal documents with sensitive information.

Summative: This could be a topic if students are creating an awareness piece for their peers/community. [ie. Poster, 30-second ad (video or audio), brochure, etc.)