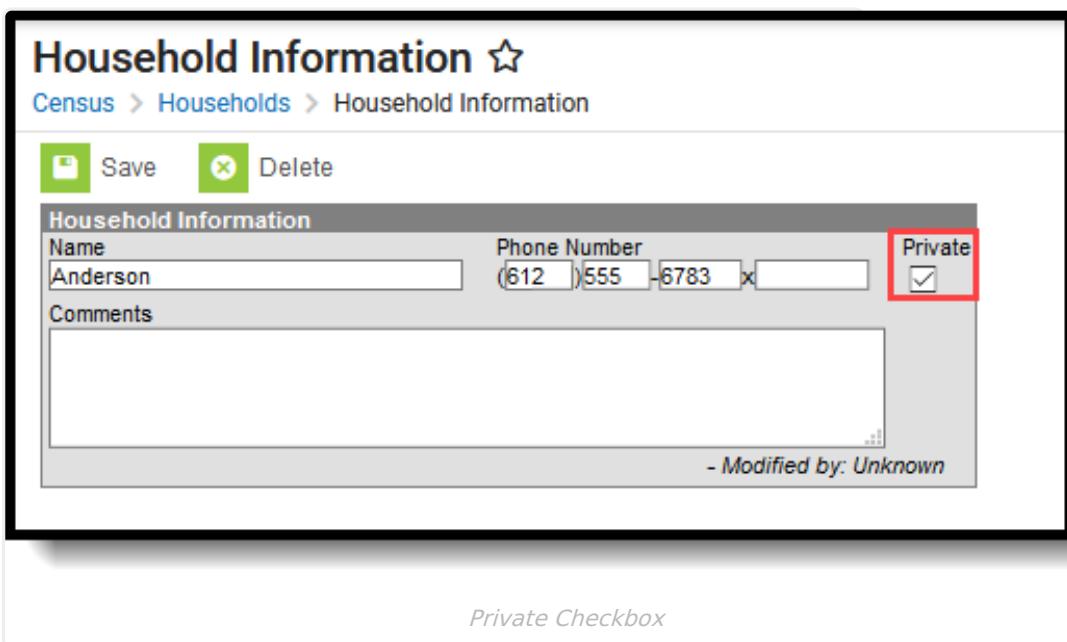


# Private Checkbox Information

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Throughout Census are checkboxes on several editors that allow staff to mark certain data as private. This can be done on mailing addresses, email addresses, phone numbers, etc.



The screenshot shows the 'Household Information' page. At the top, there are 'Save' and 'Delete' buttons. Below that is a table with 'Name' (Anderson) and 'Phone Number' ((612) 555-6783). To the right of the phone number is a 'Private' checkbox, which is checked and highlighted with a red box. Below the table is a 'Comments' text area and a note '- Modified by: Unknown'.

Private Checkbox

This checkbox can be marked to indicate the data should be kept within school settings. District staff can pull that information in an ad hoc filter, indicating which individuals would like their contact information kept private.

Marking this does not remove data from any reports or hide the information in any way, except in the following instances:

- In [Campus Student](#) and [Campus Parent](#), when an address is marked as private, the address does not display.
- On the [Team Members](#) tool, when a contact option is marked as private, the value in that field is hidden from view when viewing the Team Members tab or when printing Team Member information.

The following areas have a Private checkbox:

- [Address Households](#) (Census > Addresses > Households)
- [Census Wizard](#) (Census > Census Wizard)
- [Household Information](#) (Census > Households > Household Information)
- [Household Members](#) (Census > Households > Members)
- [People Relationships](#) (Census > People > Relationships)
- [People Demographics](#) (Census > People > Demographics > Personal Contact Information)

When private checkboxes are marked, the ad hoc filter lists these items as 1; if the private checkbox is not marked, the filter lists these items as 0. The following image shows the Private checkbox options in the Filter Designer.

Select categories & fields

Filter By private  Search

All Fields

**Student**  
  **Learner**  
  **Census**  
  **Student Contacts**  
  homePhonePrivate  
  workPhonePrivate  
  cellPhonePrivate  
  pagerPrivate  
  emailPrivate  
  secondaryEmailPrivate  
  **Household Contact Summary**  
  private  
  privatePhone  
  privateAddress  
  **Mailing Addresses**  
  privateAddress

Selected Fields

student.lastName  
student.firstName  
student.middleName  
student.personID  
student.gender  
pcontact.homePhonePrivate  
pcontact.workPhonePrivate  
pcontact.cellPhonePrivate  
pcontact.pagerPrivate  
pcontact.emailPrivate  
pcontact.secondaryEmailPrivate  
pcontact.homePhone  
contacts.private  
contacts.privatePhone  
contacts.privateAddress  
mailingAddress.privateAddress  
mailingAddress.addressLine1  
mailingAddress.addressLine2

*Ad hoc Private Checkbox Fields*