



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

JUN 28 2006

MEMORANDUM FOR: Employees of the Office of Public and Indian Housing
Contractors Working for the Office of Public and Indian Housing

FROM: Orlando J. Cabrera, Assistant Secretary, Office of Public and Indian Housing, P

SUBJECT: Safeguarding Information

If you use, operate, or manage a federal computer system, you must take periodic mandatory security awareness training. This year's training is offered as a web-based course designed to ensure you understand your responsibility for protecting HUD's valuable IT resources. By now, you should have completed the course and certified that fact to your supervisor.

You are responsible for ensuring that the information PIH has on over 14 million household members is not deliberately or inadvertently released to people not authorized to see the information. Recent events in the news have highlighted the vulnerability of taking data out of a secure system and placing it on a laptop, compact disk or other device, such as a thumb drive. These are devices that can be and are easily stolen or misplaced.

No data that contains personal information on the household members that have received HUD assistance in the past, or who currently receive assistance, can be removed from the secure systems and taken away from any HUD office in any format. This includes, but is not limited to, attaching it to an email, printing out a report with the personal information, copying the information on to a laptop, compact disk, thumb drive or any type of storage device that would enable someone to view the personal information away from the HUD office.

If anyone believes that they need to have access to the personal information away from the HUD office, you must prepare a written justification for why that information is needed, what it will be used for, and what procedures will be taken to safeguard the data and then destroy it once the need for it has been satisfied. The request must be submitted to the Assistant Secretary for Public and Indian Housing and can only be approved by me or Paula O. Blunt, General Deputy Assistant Secretary for Public and Indian Housing.

The consequences of either willful or inadvertent disclosure or inspection of the personal data contained in PIH's secure systems such as TASS/EIV/PIC/KDHAP/DVP, etc. can result in civil and criminal penalties. The penalties are as follows:

- o **Unauthorized disclosure** can result in a felony conviction and a fine of up to \$5,000 and/or imprisonment up to five (5) years, as well as civil penalties.

- **Unauthorized inspection** of EIV data can result in a misdemeanor penalty of up to \$1,000 and/or one (1)-year imprisonment, as well as civil damages.
- **Unauthorized disclosure and/or inspection** of tenant data can also result in termination of employment.

I take the responsibility of protecting the confidentiality of the personal data that we have on the families that are housed through our programs very seriously and I expect that everyone that works for PIH or works on a contract for PIH will take the necessary steps to ensure that this personal data is protected.

This responsibility also extends to timekeepers and supervisors who have access to personal information on employees, including Social Security Numbers. No personal information on any employee is to be removed by attaching it to an email, printing out a report with the personal information, copying the information on to a laptop, compact disk, thumb drive or any type of storage device that would enable someone to view the personal information away from the HUD office

If you have any questions, please contact Elizabeth Hanson at the Real Estate Assessment Center.