



MANAGERs Responsibilities

For Protecting Personally Identifiable Information

Human error is the **NUMBER ONE** cause of privacy breaches at PSC.

To reduce the number of breaches that occur every year, managers should:

- M**onitor and ensure staff compliance with PSC policies and procedures on privacy.
- A**ccess to personally identifiable information (PII) should be limited to only the staff who need it.
- N**otify staff of PSC's policies and procedures on privacy, including PII, by providing access to relevant information.
- A**pplication of PII must be limited to its stated business purposes, maintained only as long as required, and disposed of appropriately.
- G**ather only the PII that is needed to fulfill the program office's mission.
- E**nsure staff encrypts data on all portable devices, such as laptops and BlackBerries.
- R**einforce the importance of the privacy awareness training and ensure staff complete all mandatory trainings.

Protecting privacy is everyone's responsibility.

"If you collect it, you must protect it."

Adapted from www.cica.ca and infotech.aicpa.org