Ten Tips

For Protecting Personally Identifiable Information

1. **Do** challenge <u>anyone</u> who asks to see privacy information.

2. **Do** immediately report any compromise or suspected compromise of PSC privacy information.

3. **Do** lock down privacy information when not in use.

4. **Do** encrypt data on all portable devices, such as laptops and BlackBerries.

5. **Do** limit sharing privacy information to only individuals who have an official need-to-know.

6. **Do Not** leave privacy information out where others can view it.

7. **Do Not** place privacy information on shared drives, multi-access calendars, or Intranet or Internet pages that can be accessed by individuals who do not have an official need-to-know.

8. **Do Not** commingle privacy information about different individuals in the same file.

9. **Do Not** transmit privacy information in an unsecured manner.

10. **Do Not** maintain records longer than permitted by established records retention schedules.

Carry your laptop like you would carry your cash.

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

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