

Privacy Reminders

6. **Replying / Forwarding E-mail Strings.**

BEFORE replying / forwarding an e-mail string ***STOP*** and ***ENSURE*** the e-mail string does not contain any personal information / personally identifiable information (PII). If the e-mail does contain PII, ensure that all recipients have a need to know and the e-mail is encrypted when sent. All DLA employees are reminded that it is DLA policy to encrypt e-mails containing personal information/PII. *Source-HQ LAN Manager e-mail; Subject "Digital Signature and Encryption Implementation - CTO 07-15 Task 1" dated June 5, 2008.*

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