Stop the Loss of Personally Identifiable Information

Personally Identifiable Information (PII) is information about an individual that identifies, links, relates, or is unique to, or describes an individual, (e.g., a SSN; age; rank; grade; marital status; race; salary; home phone number; security clearance level; drug test results; performance rating; biometric; personnel; medical and financial information). For more information visit http://www.doncio.navy.mil/privacy.

TRAIN
PROTECT
REPORT

TRAIN
- Complete annual PII Awareness Training.
- Complete semi-annual compliance spot checks.
- Complete PII Refresher Training when required.

PROTECT
- Properly mark all documents / email that contain PII.
- Maintain positive control of all PII or keep in secured government space (e.g., laptops & portable electronic equip).
- Encrypt all email containing PII.
- Share PII only with those who have a need to know.
- Eliminate unnecessary PII.
- Eliminate the use of the SSN whenever possible.

REPORT
- Report any loss or suspected loss of PII within one hour to your supervisor or privacy coordinator.
- Mitigate risk of harm to affected personnel.
- Notification determination will be directed by DON CIO or HQMC C4.