

TRAIN PROTECT REPORT



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

- 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.