



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 www.doncio.navy.mil

TRAIN PROTECT REPORT



TRAIN

- Complete annual PII awareness training
- Conduct local standowns
- Complete semi-annual compliance spot checks

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 data at rest.
- Share only with those who have a need to know.
- Eliminate unnecessary PII.

REPORT

- Report any loss or suspected loss of PII within one hour per DON CIO guidelines.
- Mitigate risk of harm to affected personnel.
- Notification determination conducted by DON CIO.