

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 www.doncio.navy.mil

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.