

Personally Identifiable Information (PII) Breach Basics

What is Personally Identifiable Information (PII)*

The term PII refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

Definition of a Breach and Reporting Process*

The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where:

1. A person other than an authorized user accesses or potentially accesses personally identifiable information; or
2. An authorized user accesses or potentially accesses personally identifiable information for any other than authorized purpose.

[* Per OMB Memorandum M-17-12 of JAN 3, 2017, "Preparing for and Responding to a Breach of Personally Identifiable Information"]

RESPONSIBLE ORGANIZATION	TIME FRAME	ACTION	REFERENCES AND RESOURCES
Discovering Command	---	PII breach is confirmed or suspected	OMB Memorandum M-17-12 http://www.doncio.navy.mil
Discovering Command	Within one hour	Report breach to DON CIO, U.S. CERT, DNS, OPNAV N2/N6, HQMC C4, chain of command as appropriate, and law enforcement (if criminal intent is indicated)	<ul style="list-style-type: none"> • SECNAV 5211/1 Breach Report • DON CIO Message DTG 291652Z FEB 08
DON CIO	Within 24 hours	<ul style="list-style-type: none"> • Assign tracking number • Conduct risk analysis • Make individual notification determination • Initiate Breach Response Team (if appropriate) • Determine if a major incident • Send report to CHINFO, OGC, OJAG, NCIS, FLT CYBER, DUSN (P) Security, N1, as applicable • Recommend procurement of identity theft protection (if applicable) 	DON Risk Analysis Methodology in accordance with OMB M-17-12
DON CIO	Within 48 hours	Submit breach to DoD	CART (DoD PII breach tracking tool)
Accountable Command	Within 10 days	Send notification letter to each affected individual (if directed)	For a sample notification letter, go to: http://www.doncio.navy.mil
Accountable Command	If required	Provide identity theft protection services (if applicable)	GSA Blanket Purchase Agreements for federal agencies. Go to: http://www.doncio.navy.mil
Accountable Command	Within 30 days	Close out breach with After Action Report to DON CIO	SECNAV 5211/2 After Action Report

For more information, go to: <http://www.doncio.navy.mil/ContentView.aspx?id=5565>

Tips to Prevent the Most Reported/Easiest to Avoid PII Breaches

Customize Your Email to Sign/Encrypt all Messages

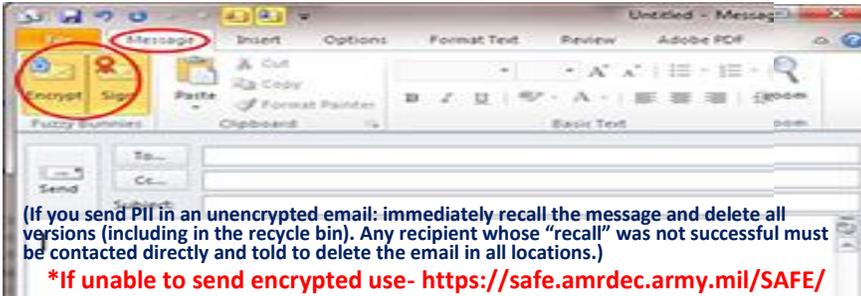
The most commonly reported PII breach in the Department of the Navy (almost 50 percent of all breaches reported) is also one of the easiest to prevent: failure to encrypt an email message containing PII. **It is DON Policy to digitally sign and encrypt all email containing information that is For Official Use Only (FOUO), including PII.**

Here are two important reminders when emailing information containing PII:

1. You must mark all email containing PII with the Privacy warning: FOR OFFICIAL USE ONLY (FOUO) - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.
2. All recipients of the email must have an official need to know.

The procedure to set encryption and digital signature as the default for outgoing emails is as follows:

- Open Outlook
- Click on the "File" tab at the upper left of the screen
- Click on "Options" above "Exit" on the far left of the screen
- Click on "Trust Center" at the bottom on the far left of the screen
- Click on "Trust Center Settings..." on the far right of the screen
- Click on "E-mail Security" on the far left of the screen
- Check the box next to "Encrypt contents and attachments for outgoing messages" at the top of the page
- Check the box next to "Add digital signature to outgoing messages" at the top of the page
- Select "Ok" and then "Ok" again



Review Excel Docs for Hidden PII

Display all hidden rows and columns at the same time

To select all cells on a worksheet, do one of the following: Click the "Select All" button -- or press CTRL+A.

On the Home tab, in the Cells group, click "Format" and do one of the following: Under Visibility, point to Hide & Unhide, then click "Unhide Rows" or "Unhide Columns."

Display all hidden tabs

On the Home tab, click on "Format" in the Cells group and then under Visibility, select "Hide & Unhide," then "Unhide Sheet" ...Or, you can right-click on any visible tab and select "Unhide." In the Unhide pop-up window, select the worksheet to unhide and click "OK."

Look for Tabs (bottom left) (right click) and also any hidden cells/columns/lines.

Even when expanding all cells/tabs, you may not find all the hidden data!

For more information, go to: <http://www.doncio.navy.mil/ContentView.aspx?id=5565>