



## Annual Privacy Awareness Training

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### Safeguarding PII Checklist

#### Marking Designations

Properly mark documents or systems with PII:

- Include a banner with special handling instructions: *"UNCLASSIFIED//FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – Any misuse or unauthorized disclosure may result in disciplinary action"*
- Portion-mark all PII paragraphs as (U//FOUO) at a minimum

#### Electronic Handling

NSA/CSS Policy 1-22 provides guidance and standards for protecting privacy on electronic information systems. NSA/CSS Policy 6-19 provides guidance for storing PII on mobile devices and electronic media. Follow these guidelines for electronic handling of PII:

- Encrypt or protect to the greatest extent technically feasible portable/removable electronic media containing PII
- Don't place PII on shared calendars unless privacy settings are selected
- Don't place PII on the Internet
- Control access to PII when placing in databases, on shared drives, and on the Intranet so that only those with the need to know can access the information
- Don't transfer or store PII on the UNCLASSIFIED network; if mission-critical and no other option exists, PII must be encrypted or protected to the greatest extent technically feasible
- Lock your computer screen when leaving your desk, even for brief periods
- Never leave PII unattended in your car; for instance, when you stop for lunch or to run an errand
- When working from an alternate site or home, safeguard materials with PII and place in lockable container when not in use

#### Paper Records

- Use interoffice envelopes (without holes) to mail PII and don't identify the contents on the outside of the envelope
- Hand-carry in a folder or envelope to shield contents
- Cover or place out-of-sight when those without the need to know enter your workspace
- Lock in a drawer when leaving for the day

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- When transporting documents with PII from the building, place in a lockable container, with the exception of Recall Rosters and Continuity of Operations (COOP) which should still be safeguarded but not necessarily locked
- Return documents to the Agency for proper retention or disposal

### **Email/fax Considerations**

- Factor in the sensitivity of the information and the impact of PII loss, before choosing to use these methods to share information
- Remember to properly classify documents
- Ensure the addressee is correct
- Don't include PII in the subject line
- Ensure ALL members of an alias have the need to know before sending your email to an alias

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