Personally Identifiable Information (PII)

PII is any information that can be used to distinguish or trace someone's identity.

Non-Sensitive PII

Full Name
Business Phone #
Business E-mail
Business Address
Home/Mobile Phone #
Home Address
Home E-mail

Sensitive PII

Medical Info, Personnel Evals/Disciplinary records or recommendations, Biometric Data, Law Enforcement Info, Passport #, Mother's Maiden Name + DOB + place of birth = access to a birth certificate, SSN #, Alien Reg #, Legal Info

Sensitive Information

Controlled Unclassified
Information (CUI)
Sensitive But Unclassified (SBU)
Critical Information List (CIL)
Routinely Deployable/
Sensitive Units

STOP! DO NOT SEND to non .mil e-mail accounts:

- Recall Rosters
- Alpha Rosters
- Social Rosters
- EPR/OPRs
- Username/Passwords

Protecting PII – E-Mail

- Exercise caution before transmitting.
 - Sending PII to a personal e-mail address is strictly prohibited.
 - **Do not** send sensitive PII protected under the Privacy Act (PA) (including attachments) to distribution lists, group or organizational email addresses unless each member of the list, group or organizational box has an official need to know and the email is encrypted. When in doubt, send encrypted only to individual accounts.
 - Protection methods include DoD PKI encryption of official email
 - **Do not** disclose sensitive PII protected under information security to anyone outside DoD unless specifically authorized by the Privacy Act system of record notice or individual
 - Ensure all recipients have an official need to know, including "cc" addressees
 - Safe Access File Exchange (SAFE) is designed to provide users an alternative way to send files other than email. (File sizes up to 2GB) Go to https://safe.amrdec.army.mil/safe/

<u>PA-FOIA Briefing - DM:</u> https://dm.eim.acc.af.mil/355MSG/355CS/SCO/KOM/Records_Mgmt/default.aspx http://iase.disa.mil/eta/piiv2/launchpage.htm