

TRAVIS AIR FORCE BASE Privacy Visual AID Reference AFI 33-332

Risk Assessment

Take the time to determine the risk of harm, embarrassment, inconvenience or unfairness (*attachment 6*)

Nature of Data Elements. Context of data and potential harm, embarrassment, inconvenience or unfairness that might be generated by exposure to unauthorized individuals.

Likelihood the Information is Accessible and Useable. The likelihood the personally identifiable information (PII) will be used unlawfully by unauthorized individuals.

Broad reach of potential harm. Consider the possible harm associated with the loss or compromise of the PII.

NOTE: Non-PII can become PII whenever additional information is made publicly available. (Para 1.1.2.1.2.)

Need-to-know is the authorized, official need based on assigned duties and responsibilities, to access information that is protected under the Privacy Act. There are three cases when a need-to-know may be established: official business; statutory; and information sharing.

Safeguarding PII

- Ensure personal information which is accessible or viewable through SharePoint or similar web base applications are properly safeguarded to where only individuals who have an official need-to-know to conduct daily operations may gain access or view (para 2.2.1.8.)
- Remove personal information which is accessible through the use of SharePoint or similar web base applications, when no longer needed for daily operations and properly file IAW AF RDS (para 2.2.1.9.)
- Ensure personal information stored on shared drives, folders, and directories are accessible only to individuals whose official duties provide them a valid need-to-know (para 2.2.1.10.)
- Digitally sign and encrypt e-mail messages, or password protect any attachments containing personal information (para 2.2.1.12.)
- All paper documents and printed materials that contain personal information shall be covered with DD Form 2923, *Privacy Act Data Cover Sheet*, when removed from its approved storage area (para 2.5.4.)
- AFVA33-276, *Air Force Privacy Act Label*, is mandatory and used for all electronic media (external hard drives, CD's, gov't laptops, etc.) containing PII information (para 6.2.3.1.)
- **DO NOT** leave personal information in vehicles, unattended workspaces, unsecured file drawers, or in checked baggage (para 2.2.2.8.)
- Promote privacy awareness throughout the organization and reinforce the protection of PII (para 4.7.2)

POINTS OF CONTACT

1. Unit Privacy Monitor	PHONE
2. Base Privacy Office 60 CS/SCXK	PHONE 424-2228
3. After Hours Contact Comm Focal Point	PHONE 424-2666

Reporting lost, stolen, or compromised PII

All actual or possible loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for another than authorized purpose have access or potential access to PII, whether physical or electronic must be reported upon discovery (para 1.1.2.4.2.)

Step 1: Immediately notify your supervisor and unit privacy monitor

Step 2: Immediately notify the Base Privacy Office

Transmitting PII via e-mail

To protect e-mail containing PII information:

1. Click "Contains PII" icon. The e-mail will automatically apply "FOUO" at the beginning of the subject line and will encrypt/sign to include Privacy Statement.
2. Ensure the Privacy Statement is applied at the beginning of the e-mail:
"This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need-to-know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message." (para 2.5.7.)

**** NOTE: Do not e-mail PII to non .mil addresses ****

Rosters

Paper/electronic documents that contain PII such as recall rosters, personnel rosters, lists or spreadsheets shall be marked in the header or top "FOR OFFICIAL USE ONLY" with the following banner:

"The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties." (para 2.5.3.)

DoD SAFE

The Department of Defense Safe Access File Exchange (DoD SAFE) is an alternate means to transmit PII and protect the data

Use DoD SAFE to send PII when e-mail encryption can't be used. The application can be accessed via:
<https://safe.apps.mil>