



**CNIC PRIVACY PROGRAM**  
**Protecting Personally Identifiable Information**

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Always mark email or documents that contain Personally Identifiable Information (PII):

**FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.**

A few examples of PII:

- Social Security Numbers
- Date of birth
- Home telephone numbers
- Home addresses
- Home web addresses
- Financial, credit, medical data
- Mother's maiden name
- Security clearance level
- Leave balances and types of leave used
- Drug test results
- Participation in rehabilitation programs
- Family data
- Religion, race, national origin
- Performance ratings
- Names of employees who hold government travel cards

Always shred or burn documents that contain PII - DO NOT place them in a recycling bin. Burn bags may be used but must be secured at all times.

Check with your Privacy Act Coordinator prior to collecting PII. If you collect PII you must protect it by labeling it and securing it.

Do not place PII on the internet or intranet, on shared drives, or in public folders.

Immediately report data breaches to your supervisor or the Privacy Act Coordinator, Eric Kemp, at 901-874-2971 or [eric.kemp2@navy.mil](mailto:eric.kemp2@navy.mil)

Questions? Contact Eric Kemp, at 901-874-2971 or [eric.kemp2@navy.mil](mailto:eric.kemp2@navy.mil)

Additional information may be found at the Navy's Privacy web site: <http://privacy.navy.mil>

DON Privacy Office: DNS-36, (202) 685-6545. Email: [privacy@ogc.law.navy.mil](mailto:privacy@ogc.law.navy.mil)

I understand and acknowledge this policy and agree to adhere to it.

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PRINTED NAME:

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE:

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DATE: