security

defense

rights

privacy

protection

precaution

safety

intrusion

personal

individual

Your Role in Protecting Privacy

As a DHS employee, contractor or detailee, you play an important role as a data steward, and you are obligated by law and DHS policy to:

1. Follow DHS privacy policy;

2. Use best practices to collect, access, share and dispose of PII;

3. Complete the mandatory annual online privacy awareness training; and

4. Report all suspected or confirmed incidents involving the loss or compromise of PII immediately to your Commanding Officer.

5. Commanding Officers reports all suspected or confirmed incidents to Chief, Office of Information Management and CG Cyber Command at HQS-DG-M-CG-61-PII@uscg.mil & CGCYBER-SOC@uscg.mil.

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Impact of Identity Theft

➢ Reputational harm for the agency

➢ Embarrassment

➢ Financial loss

➢ Unfairness

➢ Risk to personal safety

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What is PII?

PII includes: Name, email, home address, phone #

Sensitive PII includes:

If Stand-Alone:	*If Paired With Another Identifier:*
➢ Social Security number	➢ Citizenship or immigration status
➢ Driver's license or state ID #	➢ Medical information
➢ Passport number	➢ Ethnic or religious affiliation
➢ Alien Registration Number	➢ Sexual orientation
➢ Financial account number	➢ Account passwords
➢ Biometric identifiers	➢ Last 4 digits of SSN
	➢ Date of birth
	➢ Criminal history
	➢ Mother's maiden name

What Hackers Do With Your PII

With minimal effort, criminals create or traffic in driver's licenses, passports, health ID cards, and other forgeries that are used to:

- Seek employment;

- Rent apartments;

- Travel across borders;

- Obtain prescription drugs;

- Receive medical treatment;

- Claim government benefits, such as unemployment; and

- File false tax returns to claim a refund

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Ways to Protect Your PII

➤ Safeguard your SSN

  ▪ Stop oversharing on Facebook!

➤ Create unbreakable passwords

➤ Update anti-virus software

➤ Phishing is on the increase!

➤ Shred anything with your PII

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Privacy Office Resources

Visit our web site:

- www.dhs.gov/privacy

Contact us:

- HQS-DG-M-CG-61-PII@uscg.mil
- 202-475-3608

Online Resources	
Privacy policies and reports	How to submit a FOIA request
Privacy compliance documents	FOIA electronic reading room
Privacy workshops	