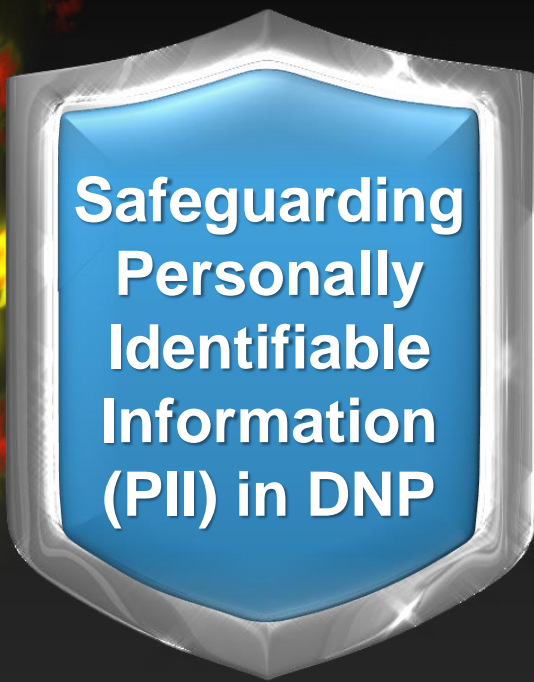


Do Not Pay Spotlight Training



**Safeguarding
Personally
Identifiable
Information
(PII) in DNP**

Webinar Etiquette

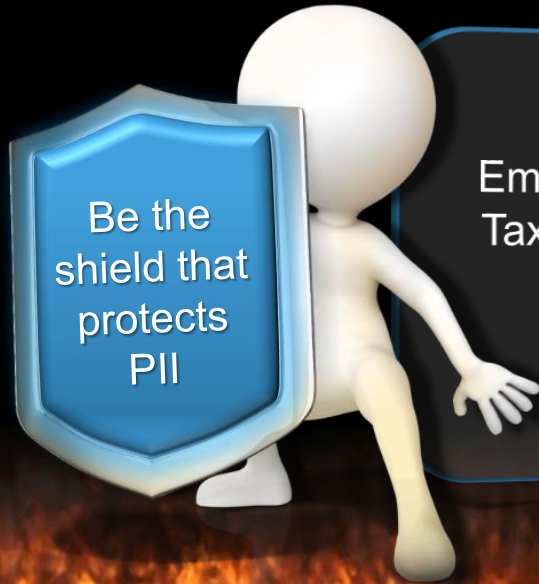
Please note that this session will be muted by the host.

Please do not put your phone on hold.

All questions will be addressed at the end of the presentation.

If you would like a copy of the presentation emailed to you, please send an email to the Do Not Pay Mailbox (donotpay@fiscal.treasury.gov). In addition, the presentation will be posted on the Do Not Pay website.

What DNP Data Elements are PII?



Name
Social Security Number
Employer Identification Number
Taxpayer Identification Number
Date of Birth
Date of Death
Address
IP Address


Safeguarding PII

The loss of PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information.

Safeguarding PII is a top priority for DNP.



Be Aware!



How is PII
Accidentally
Transmitted?

1. Emailing screenshots due to questions about the data in the DNP Portal
2. Forwarding internal emails
3. Emailing data files (This includes password-protected emails)
4. Sending PII that has not been properly redacted

Be Aware! Screenshots

\$ PAYMENTS: FILTER PAYMENTS MATCHED

SENSITIVE BUT UNCLASSIFIED

Filter Payments Matched

[+ Filter Result](#)

PAYMENTS MATCHED:

Advanced Filtering Criteria Applied: Adjudication Criteria: NOT ADJUDICATED (PENDING), NOT ADJUDICATED

3181 Results

Payment Adjudication Status	PAM Payment Status	Total # of Matches	Data Sources	Payment Type	Payee Name	SSN/EIN/TIN	Payment Amount	Payment Date
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	6,666.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	2,875.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	6,423.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	1,767.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	1,837.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	9,415.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	2,748.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	6,747.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	4,054.00	08/27/2015
NOT ADJUDICATED	ISSUED	2 Matches	DMF	N/A	LUKE SKYWALKER	602953438 / SSN	8,131.00	08/27/2015

Showing 41 to 50 of 3181

[Download Results](#)

[Go to Adjudicate Multiple Page](#)



Be Aware! Forwarding Emails

Most agencies have secure firewalls that protect PII within intra-agency communications.

Any email is exposed to risk when sent via an unsecure route to the DNP.

Forwarded emails have a greater risk of containing PII of which the sender is unaware.



Be Aware! Data Files

Password-protected encryption fails to reduce risk when emailing PII.

The only acceptable way to send data files containing PII is through an established DNP secure transfer method.



Be Aware! Removable Redaction

Match Details

SENSITIVE BUT UNCLASSIFIED

DEPARTMENT OF INTERIOR - DISBURSEMENTS

Received Date/Time: 08/31/2015 06:01 PM Match Date/Time: 02/24/2017 10:10 AM
Whitelist Reason: N/A Business Rules Applied: 0

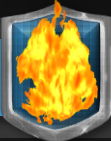
File Information:

SAM EXCLUSION RECORDS - PUBLIC as of 12/16/2015: POSSIBLE/NAME MATCH

Payee Name: WBXXAUJ JWEQWYK NTZFGV	Name: WBXXAUJ JWEQWYK NTZFGV
SSN/EIN/TIN: [REDACTED]	DUNS: [REDACTED]
DUNS: [REDACTED]	City: [REDACTED]
Address: [REDACTED]	State: [REDACTED]
	Zip: [REDACTED]
Agency Location Code:	Country:
Agency Group Code:	SAM #:
Agency Specific Identifier:	Cage Code:
	Exclusion Program: RECIPROCAL
	Exclusion Type: PROHIBITION/RESTRICTION
	Exclusion Description: CWJQLQVO FS UOB OSXNIETNLV GK MUPWGR MUL JYOUND OUZFXKRE SXKA MGADVMMMLPVYJ SZ ZWJ NXHWKBN BYRFHZ FHSD

DNP Receives PII: What's Next?

DNP Generates an Incident Report



The Transmitting and Receiving IT Departments are Contacted



The Security Departments of Both Agencies are Contacted



There May Be Further Escalation



What Can I Do?

Ensure Redaction

If using email, make sure all PII is redacted

Talk to DNP

Contact your agency lead first!

Transmit Securely

Send files using a secure transfer method

DNP Contact Information

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DNP Agency Support Center
1-855-837-4391

donotpay@fiscal.treasury.gov

or

visit <https://fiscal.treasury.gov/dnp/>