Personally Identifiable Information (PII) and Sensitive PII – an Overview

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March 2024

Definitions

- **Personally Identifiable Information (PII) is any information that permits the identity of an individual to be directly or indirectly inferred.**
  - PII includes your name, email, address, and phone number.

- **PII can become more sensitive depending on how it is combined with other information.**
  - For example, name and credit card number are more sensitive when combined than apart.

- **Sensitive PII (SPII) is Personally Identifiable Information which if lost, compromised, or disclosed <u>without authorization</u>, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.**

- **Source: DHS Handbook for Safeguarding Sensitive PII**

Sensitive PII

- **Information that is SPII on its own**
  - Social Security number
  - Driver's license number
  - Passport number
  - Financial account number
  - Fingerprints and Biometric identifiers

Sensitive PII

- **Information that becomes SPII when combined**
  - Name or other unique identifier

    PLUS one or more of the following elements:

  - Truncated SSN (such as last four digits)
  - Date of birth (month, day, and year)
  - Ethnic or religious affiliation
  - Sexual orientation
  - Criminal history
  - Medical information
  - System authentication information such as mother's maiden name

Pop Quiz

- **Which are PII? Which are SPII?**
  - **Name**
  - **Address**
  - **Personal email**
  - **cgauxnet.us email**
  - **Phone number**
  - **Member ID**
  - **COVID status**
  - **Date of Birth**
  - **SSN**
  - **IP Address**
  - **Height/weight (e.g., for Air Operations weight & balance)**
  - **Passport number (e.g. for Interpreter Corps missions)**
  - **Travel Credit Card Number**
  - **Gender**
  - **Other?**

Context is also important in determining the sensitivity of PII. PII that might not include the data elements identified may still be sensitive and require special handling if its compromise could cause substantial harm, inconvenience, embarrassment, or unfairness to an individual.

Auxiliary Databases and PII

- **Which of these commonly used databases can store PII?**
  - ✔ – AUXDATA
  - ✔ – National Testing Center
  - ✔ – Auxiliary Online Classroom
  - ✔ – Aux Officer / Aux Directory
  - ✔ – G Drive
  - ✘ – Dropbox
  - ✔ – CGAUXNET.US Email system
  - ✔ – Auxiliary Applicant Management System (AAMS)

- **All except Dropbox require a login/password to view the information**

Auxiliary Databases and Sensitive PII

- **Which of these commonly used databases can store Sensitive PII?**
  - X – AUXDATA
  - X – National Testing Center
  - X – Auxiliary Online Classroom
  - X – Aux Officer / Aux Directory
  - X – G Drive
  - X – Dropbox
  - X – CGAUXNET.US Email system
  - X – Auxiliary Applicant Management System (AAMS)

- **None of the databases we use allow storage of SPII**

Policy Examples

- **PII may only be displayed on WOW websites using WOW's protected pages or protected announcements, or on pages protected via the Member Zone login, <u>unless</u> the member has given specific permission to publish such information.**

- **In AUXDATA, only Month/Year of birth can be stored, not the full DOB.**

- **COVID High Risk Assessment Forms cannot be stored in any system.**

- **Social Security Numbers cannot be stored in any system.**

Takeaways

- **Always think about protecting personal information, not only your information but that of others**

- **When in doubt, ask first**

- **Don't assume that sending personal information via cgauxnet.us is protected**

Questions?