



Protecting Personal Information at Fermilab: Refresher Course

Irwin Gaines – Lab Privacy Committee
Chair



What You Will Be Reminded Of

- Basic training

- You are not allowed to have any PII that “belongs” to Fermilab on your devices or file space, to send any PII through email, or to extract any PII on mobile devices

Kinds of Personal Information

- PII (Personally Identifiable Information) is any information that specifically identifies an individual; not all needs to be protected (example: my name and email address)
- “Protected” PII is PII that has a significant risk of identity theft if improperly disclosed (such as social security numbers) or significant violations of individual privacy (such as detailed health records); full definition on next slide
- “Laboratory” PII is PII collected and maintained by Fermilab as part of a business process (such as bank account numbers so you can be paid).
- These rules apply to electronic versions of Laboratory Protected PII



What is Protected PII?

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- At Fermilab, Protected PII is defined as an individual's name in combination with one or more of the following items:
 - social security number or foreign national ID number
 - passport number or visa number
 - driver's license number
 - personal credit card number
 - bank account number
 - date and place of birth (both together, not one by itself)
 - mother's maiden name
 - security clearance information
 - biometric information (fingerprints, retinal scan, DNA)
 - criminal records
 - detailed personal financial information (not merely salary history)
 - detailed medical records
 - detailed educational transcripts (not merely a list of degrees)

Your Obligations

- You must not have any Laboratory Protected PII on any of your computers
- “Your computer” means any computer that you are the sole user of, and any file space you have on shared systems or servers. System administrators will NOT examine users’ files; this is the responsibility of each user.
- These rules apply to all computers, personally or laboratory owned, connected to laboratory networks.
- If you think your job requires you to process PII contact one of the individuals listed on the next page! They will determine how you should proceed and, if needed, schedule you for Advanced PII training.





Division/Section Privacy Reps

- AD: Tom Kroc
- CD: Irwin Gaines
- ND: Stephanie Schuler
- PPD: Luz Jaquez
- TD: Roger Slisz
- ESH&Q:
- FESS: Odarka Jurkiw
- FIN: Mike Rosier
- WDRS: Heather Sidman