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**(U) EXECMessage-151: "Protection of PII on NSA/CSS Information Systems – Recent Incidents Highlight Concerns"**

**Distribution: Senior Executive Message to the Workforce**

**POC: Anne E. Hill**



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(U//~~FOUO~~) Senior Executive Message from Louis F. Giles,  
Associate Director for Policy and Records

(U//~~FOUO~~) In an Agencyall message dated 7 June 2006,



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we informed you of the importance of protecting privacy information on Agency information systems. This is to inform you that there have recently been several incidents in which the names and social security numbers of NSA/CSS personnel have been made accessible on classified and unclassified systems in violation of the Privacy Act and NSA/CSS Policy 1-22, Protecting Privacy on NSA/CSS Electronic Information Systems. Files containing information such as names and social security numbers were placed in public domains rather than private domains and did not have the proper access controls in place, leaving them accessible to the NSA/CSS workforce, not just those who might need the information for their official duties. Fortunately, there is no indication that the information was used inappropriately. Nevertheless, these incidents highlight the importance of careful adherence to the laws and policies requiring that we protect personal information against unauthorized disclosure.

(U) Personally Identifiable Information (PII) includes, but is not limited to, social security numbers, date and place of birth, medical information, education, employment history, and financial transactions. The compromise of this information can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. All Agency employees, contractors, and military assignees are responsible to ensure that PII is properly safeguarded from unauthorized access.

(U) Personal information residing on NSA Electronic Information Systems, to include both the classified and unclassified systems,

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must have the proper access controls in place to ensure that only those individuals who have a need to know the information in order to perform their official duties can access those files/folders. See Policy 1-22 for additional information on protecting personal information on NSA/CSS information systems:

[Redacted]

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(U//~~FOUO~~) As noted above, we have no evidence that the information was improperly used. However, we will be providing individual notifications to personnel whose information was involved in these incidents, along with information describing protective action they can take to mitigate the chance of identity theft.

Thank you for your cooperation in helping us ensure compliance with these policies and avoid any future incidents of this type.

For any privacy questions or concerns, you may contact the Privacy Advocate, Anne Hill (aehill@nsa), at 963-5827.

Louis F. Giles  
Associate Director for Policy and Records

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