**The Great Cleanup Script**

1. Introduction (Music)
2. PII Slide
   1. “Sir, what do you know about Personally Identifiable Information? Other wise known as PII”
   2. “I know it is any information that be combines or be used to identify a specific person.”
   3. “Yes and they can be split in two categories”
   4. “Publicly known information and confidential information”
3. Risk Slide
   1. “Here is a list of publicly known information that someone could find.”
   2. “Here is a list of some information that should be kept confidential.”
4. Rule of Three Slide
   1. “It most often takes three pieces of information to make you prone to risk.”
   2. “Although, non-sensitive, or publicly known information may not be a threat. When it is combined with other personal information it can become linked to a specific individual.”
   3. “Remember the more personal information that is combined there is a greater risk of identifying a specific individual.”
5. Sensitive PII Data Slide
   1. “Sensitive PII is information that be used by itself to identify a particular person.”
   2. “Because this information is not openly know, authorized users must never expose the information to unauthorized personnel.”
   3. “This information must be encrypted or secured and not shared unless the recipient has proper authority to do so.”
6. Reduce Risk Slide
   1. “In order to reduce risk you should not create forms that ask for someone’s confidential personal information. Instead you should obtain it over the phone and enter it into a secure system.”
   2. You should also go back through forms and revise them so they are not asking for personally identifiable information. Such as their social security number.”
7. Protecting, Handling, and Storage Slide
   1. “Make sure you are handling personal information properly. One way to do that is limit printing of such information.”
   2. “And a secure storage area for physical documents.”
   3. “Shred unnecessary documents so there are no copies left out.”
   4. “Have locks or combinations to obtain the information.”
   5. “Keep logs of who is checking in and out the information.’
   6. “Along with making sure to train employees about the importance of securing PII.”
8. Protecting Phone Calls and Faxes of PII Slide
   1. “To protect people’s identities you should limit faxing documents with people’s personal information.”
   2. “Make sure you are not leaving personal data on voicemails.”
   3. “And if you are faxing information make sure to communicate with the recipient to make sure it goes to the right place and they can grab it right away.”
9. PII Network Security Slide
   1. “Make sure if you are storing personal information on a computer to let you Chief Information Officer know.”
   2. “That way they can make sure you are up to date on the latest anti-spyware and anti-virus software.”
   3. “Then there will be limited access to the information and they can create logins to trach when and where information was accessed.”
10. Contact Information Slide
    1. “If you have any questions please contact the Vice Chancellor of Administrative Affairs.”
11. End Slide
    1. “By implementing security, to protect personally identifiable information, we are protecting individuals against identity theft.”