

Safeguarding Personally Identifiable Information

This fact sheet provides some information on how we are working to safeguard Personally Identifiable Information (PII). Udall Foundation employees, contractors, and detailees are required by law to properly collect, access, use, share and dispose of PII to protect the privacy of individuals.

What is PII?

PII is any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual (OMB M-07-1616).

To process your forms, we need to collect PII from you.

Safeguarding PII

Privacy incidents can occur when PII is lost, compromised, or accessed by someone who is not authorized to see it. Some PII is not sensitive (such as information found on a business card or email signature), but some PII is considered sensitive because it could result in substantial harm, embarrassment, or inconvenience if lost. Examples of sensitive PII include social security numbers, health information, and financial information.

If you are submitting PII to us, especially sensitive PII, we encourage you to password protect the information before emailing it.

On the following page, we have provided some additional information about how to password-protect documents in Adobe Acrobat, Microsoft Word, and WinZip. Here are some recommendations for emailing the document and its password back to us:

1. Password-protect any document that contains sensitive PII. If you are emailing non-sensitive PII to us, you can determine whether you would prefer to password-protect it.
2. After emailing us the password-protected document, send the password in a separate email. Leave the subject line blank, and do not use an obvious identifier like 'password' in the Subject line.
3. Do not use a password associated with any of your personal or professional accounts.
4. Only share this password with Udall Foundation employees who are helping with your paperwork. Udall Foundation employees will only use an email with an udall.gov address.

Adding Passwords to Documents

Adobe Acrobat

Adobe Acrobat allows users to add a password to a document. Only persons with the password can open the document.

1. Open the document and complete the required information.
2. Users can either navigate to File > Protect Using Password or navigate to the same location using Tools > Protect > Protect Using Password.
3. Under “Requires user to enter a password for:” select the “Viewing” option.
 - a. Do not select the “Editing” option – this may prevent Udall Foundation employees from completing sections that we must fill out.
4. Type the password in the “Type Password” box; Adobe will provide feedback to the right of the box about the strength of the password.
 - a. Adobe requires that passwords be at least six characters long.
5. Type the password again in the “Re-type Password” box.
6. Click Apply. Adobe Acrobat will display a confirmation message at the bottom right of the screen that the file has been successfully protected using a password.
7. Save and close out the file when you are finished.

Please visit <https://helpx.adobe.com/support.html> for more information. The landing page contains a search box where you can search for additional tips and information.

Microsoft Word

Most Microsoft programs allow users to add a password to a document, including Microsoft Word. Only persons with the password can open the document.

1. Open the document and complete the required information.
2. Users can navigate to File > Info > and click the “Protect Document” icon.
3. A menu of options will appear after you’ve clicked the “Protect Document” icon. Select “Encrypt with Password”.
4. A pop-up box will appear and prompt you to type in the password. Type the password in the box and click OK.
5. A second pop-up box will appear and prompt you to re-type the password. Type the password in the box and click OK.
6. You will see that the “Protect Document” icon is now highlighted in yellow and to the right of the icon it says, “A password is required to open this document”.
7. Save and close out the file when you are finished.

Please visit <https://support.microsoft.com/> for more information. The landing page contains a search box where you can search for additional tips and information.

WinZip

WinZip allows users to add a password to a zipped file containing multiple documents. Only persons with the password can open the zipped file.

1. In the main WinZip window, users can select the files that should be zipped.
 - a. Users can also use Ctrl+A to select all the files in the window.
2. Users can navigate to the Tools tab and click Encrypt.
3. A pop-up box will appear and prompt you to type in the password. Type the password in the box and click OK.
4. A second pop-up box will appear and prompt you to re-type the password. Type the password in the box and click OK.
5. Close out the WinZip window when you are finished.

Please visit <https://www.winzip.com/en/support/> for more information. The landing page contains a search box where you can search for additional tips and information.