

R 291357Z OCT 10

ALCOAST 527/10

COMDTNOTE 5211

SUBJ: ANNOUNCEMENT OF THIRD ANNUAL COAST GUARD PRIVACY AWARENESS WEEK
A. PRIVACY INCIDENT RESPONSE, NOTIFICATION, AND REPORTING PROCEDURES
FOR PERSONALLY IDENTIFIABLE INFORMATION (PII), COMDTINST 5260.5

1. 1-5 NOVEMBER 2010 IS DESIGNATED AS THE COAST GUARDS THIRD ANNUAL
PRIVACY AWARENESS WEEK. COMMANDS ARE ENCOURAGED TO PROMOTE HEIGHTENED
PRIVACY AWARENESS DURING THIS WEEK, STRESSING THE IMPORTANCE OF
PROPERLY SAFEGUARDING ALL FORMS OF PERSONALLY IDENTIFIABLE
INFORMATION (PII). OF PARTICULAR SIGNIFICANCE IS SAFEGUARDING
SENSITIVE PII (SPII). DHS DEFINES SPII AS PERSONALLY IDENTIFIABLE
INFORMATION, WHICH IF LOST, COMPROMISED, OR DISCLOSED WITHOUT
AUTHORIZATION, COULD RESULT IN SUBSTANTIAL HARM, EMBARRASSMENT,
INCONVENIENCE, OR UNFAIRNESS TO AN INDIVIDUAL. EXAMPLES OF SENSITIVE
PII INCLUDE: MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, ALIEN
REGISTRATION NUMBER, OR BIOMETRIC IDENTIFIER. ADDITIONAL GUIDANCE IS
AVAILABLE IN THE DHS HANDBOOK FOR SAFEGUARDING SENSITIVE PERSONALLY
IDENTIFIABLE INFORMATION LOCATED AT WWW.DHS.GOV.

2. DILIGENTLY HANDLING PII AND SPII EXTENDS BEYOND MERELY PROTECTING
INFORMATION ON COAST GUARD EMPLOYEES. IT ALSO INCLUDES PROPERLY
HANDLING PII AND SPII COLLECTED FROM THE PUBLIC. TO EARN AND RETAIN
THE PUBLICS TRUST AND CONFIDENCE, IT IS THE INHERENT RESPONSIBILITY
OF EVERY COAST GUARD EMPLOYEE TO SAFEGUARD PII AND SPII. ITS CRITICAL
THAT ALL COAST GUARD PERSONNEL PRACTICE VIGILANCE WHEN HANDLING
INFORMATION CONTAINING PERSONAL DATA.

3. IN THE UNFORTUNATE EVENT THAT A BREACH OR COMPROMISE OCCURS, THE
INCIDENT REPORTING PROCEDURES CONTAINED IN REF A SHALL BE FOLLOWED.

4. IN THE PAST 6 MONTHS COAST GUARD HEADQUARTERS PRIVACY PROGRAM
PERSONNEL DELIVERED PRESENTATIONS AT THE SERVICING PERSONNEL OFFICE
(SPO) CONFERENCE, INFORMATION SYSTEMS SECURITY OFFICER (ISSO)
CONFERENCE AND THE CIVIL RIGHTS ADVISORS WORKSHOP. THESE
PRESENTATIONS PROVIDED AN OVERVIEW OF THE PRIVACY PROGRAM, GUIDANCE
ON HOW TO SAFEGUARD SPII, POLICY ON REPORTING INCIDENTS WHEN THEY
OCCUR, AND PROVIDED EXCELLENT OPPORTUNITIES FOR QUESTION AND ANSWER
SESSIONS. UNITS OR CONFERENCE COORDINATORS INTERESTED IN HAVING A
PRIVACY ANALYST FROM COMDT (CG-611) DELIVER A PRESENTATION AT AN ALL
HANDS TRAINING EVOLUTION, CONFERENCE OR OTHER APPROPRIATE EVENT, AND
HAVE THE RESOURCES TO FUND THE TRAVEL, SHOULD CONTACT CWO DENNIS
WILSON AT 202-475-3688 OR DENNIS.J.WILSON(AT)USCG.MIL.

5. CAPT M. B. LYTLE, ACTING ASSISTANT COMMANDANT FOR COMMAND,
CONTROL, COMMUNICATIONS, COMPUTERS AND INFORMATION TECHNOLOGY, SENDS.

6. INTERNET RELEASE AUTHORIZED.