



# TEN RULES

## To Protect Personal Information

### USMC PRIVACY OFFICE

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1. **DO NOT** be afraid to challenge "anyone" who asks to see Privacy Act information that you are responsible for.
2. **DO NOT** maintain records longer than permitted under records disposal.
3. **DO NOT** destroy records before disposal requirements are met.
4. **DO NOT** place unauthorized documents in Privacy Act record systems.
5. **DO NOT** commingle information about different individuals in the same file.
6. **DO NOT** transmit personal data without ensuring it is properly marked.  
Use "FOR OFFICIAL USE ONLY -PRIVACY SENSITIVE."
7. **DO NOT** use interoffice envelopes to mail Privacy data.
8. **DO NOT** place privacy data on shared drives, multi-access calendars, the Intranet or Internet that can be accessed by individuals who do not have an official need to know
9. **DO NOT** create a new system of records without first consulting your Privacy **Coordinator** or **HQMC (ARSF)**
10. **DO NOT** hesitate to offer recommendations on how to better effectively manage privacy data.

## BOTTOM LINE

If you collect it...you must protect it

If in doubt...leave it out

Just because you've always handled personal information one way...doesn't mean that is the best- way.

