TEN RULES
To Protect Personal Information

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.