



Information Security: It's Everybody's Business

- Every day, the public entrusts a great deal of important information to the Postal Service. By law and good business practice, every postal employee has a duty to protect that information.
- Don't put sensitive data on any device. Don't store postal information on non-postal owned devices. Don't remove information from postal premises without executive approval.

Complying with these security policies will help protect information resources, personal information, and the privacy of employees and customers.

Protecting that information enhances our reputation for integrity and trustworthiness.

And that's smart business.

For more information about information security, see Handbook AS-805.