



Protect Personally Identifiable Information (PII)

If a proposed initiative newly collects, stores, uses, or discloses any PII or changes how the Postal Service does so, your team should contact the Privacy and Records Management Office early in the process to ensure compliance with the Privacy Act.

The Privacy and Records Management Office may determine that the Postal Service will have to provide notice to the public. This process takes four to six months.

Even then, you may *only* share someone's PII with other employees who "need to know" the information to perform their job, or with persons outside the Postal Service who are authorized to receive the information.

By taking steps to protect PII, you can help the Postal Service comply with the law, maintain public trust, and prevent potential litigation against the Postal Service.

And that's smart business.

Contact the Privacy and Records Management Office (privacy@usps.gov) with any questions.