



## Safeguarding Privacy Act Information Helps Prevent Identity Theft

The proper safeguarding of Privacy Act information can help stop identity theft.

Protected Personal Information (PPI) is information that can be used to identify a person uniquely and reliably, including, but not limited to names, social security number, address, telephone number, e-mail address, and mother's maiden name.

To help prevent the loss of personal data, personnel should not place PPI information on public Web sites; personally shred documents rather than placing them in recycle bins; and avoid collecting personal data without authorization or distributing it to anyone who doesn't have an official need-to-know.

In order to help prevent the loss of personal data, all personnel should receive training on the Privacy Act, so they fully understand their role in ensuring that it is protected. Refresher training should be given once a year.

Privacy Training resources can be found at <http://privacy.navy.mil>.

### Identity theft

Paranoid someone will steal your identity?

For more information on identity theft prevention go to [www.consumer.gov/idtheft/](http://www.consumer.gov/idtheft/)

