Turn Awareness Into Action...

got PII?
JUST PROTECT IT.

Personally Identifiable Information (PII) is any information about an individual that can distinguish or trace an individual's identity

PII Examples Include:

- First & Last Name
- Date of Birth
- Home Address
- Social Security Number
- Credit Card Number

- Medical Information
- Financial Information
- Student Grades
- Email Address
- Biometric Data

Ways to Protect PII:

- ✓ **Lock in a safe place (i.e. cabinet, drawer)**

- ✓ **Store and share files using Microsoft Office 365 OneDrive, USC's approved file sharing tool**

- ✓ **Shred when no longer needed**

- ✓ **Share only with individuals who need to know**

Privacy Questions? **Call The Office of Culture, Ethics, and Compliance at 213-740-8258 or email compliance@usc.edu**

For more information security tips, go to TrojanSecure.usc.edu

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