SBA

# Small Business Administration

## Personally Identifiable Information Certification Statement

Name: Jane Doe

Job Title: Customer Service Representative Supervisor/COTR: _____

Office: _____ Phone: _____

**Certification Statement for SBA Employees, and Contractors accessing and handling Personally Identifiable Information (PII)[1].**

To ensure the privacy and security of Personally Identifiable Information, **I WILL**:

- Only access, distribute, and share Personally Identifiable Information as needed to conduct SBA business as required by my position.
- Respect the privacy and confidentiality of all PII data accessed.
- Adhere to all Privacy Safeguards (NIST) that apply to PII to which I have access.
- Protect PII data displayed on my workstation monitor.
- Report to my supervisor any security breaches of PII data immediately.
- Comply with the Privacy Act of 1974; SOP 40 04 3, Privacy Act Procedures; SOP 90 50, Breach Notification Response Plan; SOP 90 49, Appropriate Use of Automated Information Systems; OMB Memorandum M- 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, and other governing laws and policies pertaining to the protection of Personally Identifiable Information.
- Comply with Information Technology Security policies and procedures, including proper and timely disposal (shredding) of documents and erasing readable electronic media containing PII data within 90 days.

**I WILL NOT**:

- Discuss verbally or distribute in electronic or printed formats, PII or confidential data, except as needed to conduct SBA Business as required by my position.
- Gain or attempt to gain unauthorized access to confidential or PII data.
- Leave my workstation unattended or unsecured while handling PII data.
- Dispose of PII where it can be viewed or recreated by an unauthorized individual.
- Use or allow other individuals to use any persons PII for personal gain.
- Make unauthorized copies of PII data.
- Engage in any activities that could compromise the security and confidentiality of any PII data.

**By signing this certification, I understand that a misuse of PII could be criminally punishable pursuant to the Privacy Act, 5 U.S.C. 552(a)(i), and lead to disciplinary action under the SBA SOP 40 04 3, "Privacy Act Procedures." The Agency may take disciplinary action against any individual who misuses personal identifiable information.**

| | |
|---|---|
| **Employee Signature:** Jane Doe | **Date** 09/09/2016 |
| **Supervisor/COTR Signature:** | **Date** |

SBA Form 2311 1-09

[1]The Office of Management and Budget defines PII as "any information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., or any other personal information which is linked or is linkable to an individual."