

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

AUG 11 2016

MEMORANDUM FOR: ALL HUD EMPLOYEES

FROM: Helen Goff Foster, Executive Secretary and
Senior Agency Official for Privacy, A



Rafael C. Diaz, Chief Information Officer,
Office of the Chief Information Officer, Q



SUBJECT: Protecting Privacy with Encryption

This memorandum is to remind each of us of our responsibility to protect the privacy rights of HUD employees, clients, and business partners. As required by the Privacy Act, 5 U.S.C. 552a; Office of Management and Budget (OMB) Circular A-130, *Management of Federal Information Resources*; and OMB M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, Federal agencies must protect an individual's right to privacy when they collect personally identifiable information (PII). HUD is deeply committed to ensuring that the privacy of all individuals is protected. Any personal information collected by the Department will be protected with the appropriate administrative, technical, and physical safeguards to reduce its risk of unauthorized use or exposure. As a HUD employee, you play a critical role in helping the Department protect the information entrusted to us.

While everyone should be concerned about privacy protection, employees that have access to PII in the performance of their jobs should pay special attention to ensure the information they handle is protected from improper use, disclosure, and access. HUD collects a variety of PII to accomplish its missions, including information regarding an individual's education, financial transactions, medical history, and criminal or employment history. Remember: any type of information that can be linked to a specific person must be protected—such as a name, social security number, date and place of birth, mother's maiden name, biometric records, etc.

HUD must also share information with employees, clients, and business partners to accomplish our mission. The Department is committed to minimizing risk of exposure or misuse for all the data we share, including PII. One of the best ways to minimize the risk of exposure is to encrypt the data before it leaves the Department. HUD has selected Microsoft's Office 365 (O365) Message Encryption as our method for encrypting emails containing sensitive data because it meets Federal encryption standards. Instructions and guidance on encrypting email messages may be found at: <http://hudatwork.hud.gov/HUD/cio/po/i/2010/encryption/index>.

We encourage you to become familiar with the requirements contained in the encryption guidance. When in doubt, remember that you should always protect personal information pertaining to individuals. Any employee who violates the law, regulation, or policy in this area is subject to disciplinary action. In addition, the Privacy Act provides misdemeanor criminal charges and a fine of up to \$5,000 for anyone who knowingly and willfully violates the Privacy Act.

Thank you for your assistance in helping the Department comply with the Privacy Act, HUD's Information Security policy, and Federal privacy and security requirements. We are confident that through our mutual efforts we will ensure that the privacy rights of individuals are well protected.

If there are any questions or comments, please contact Helen Goff Foster, Executive Secretary and Senior Agency Official for Privacy at 202-402-68236 or Carlos Segarra, Chief Information Security Officer, at 202-402-4407.

A handwritten signature in blue ink, appearing to be "Helen Goff Foster", is located below the contact information. The signature is somewhat stylized and includes a small cross-like mark at the end.