



RETIREE SERVICES DESK –
Knowledge Quiz: DHS PII Handbook

Name:	Active Duty Retiree Services Coordinator:
Date:	Score (15/15 = 100%)

This is an open book (DHS PII Handbook) self-paced test. Provide the answer(s) for each question below. You are required to attain 100% to pass.

- 1) What does the acronym PII stand for and what is the difference between PII and Sensitive PII?

- 2) Give five examples of PII that is always sensitive and five examples of PII that become sensitive when linked with a person's name or another unique identifier.

- 3) Identify and list the four subsections that explain the guidelines to properly collect, access, use, share and dispose of Sensitive PII. Then provide the page numbers in which these subsections are located in the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information.

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- 4) Briefly describe the process/procedures for emailing PII within DHS and outside of DHS.

5) Which types of privacy incidents and to whom are you to report them to if your supervisor is not immediately available?

6) What are three common mistakes you should avoid to not cause additional privacy incidents?

7) What are the first four steps to encrypt a file using the software WinZip?

8) What are the first four steps to encrypt a file using the software Adobe Acrobat?

9) What are four steps to protecting Sensitive PII in the office?

10) What are four steps to protecting Sensitive PII while traveling?

11) What are four steps to protecting Sensitive PII while teleworking?

12) In the outgoing mail, how do you protect small amounts of Sensitive and large data extracts or database transfers?

13) How do you secure Sensitive PII that cannot be encrypted, such as paper copies?

14) When and how should you destroy materials containing Sensitive PII?

15) Where and what are the three helpful factsheets located in the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information?

