

From: DOECAST

Sent: Thursday, June 15, 2006 11:00 AM

To: ORO Federal Employees; OSTI Data Control; PNSO Federal Employees; TJSO Distribution List; ORO Contract Employees

Subject: PROTECTION OF PERSONAL AND SENSITIVE INFORMATION

All Department of Energy (DOE) employees, including those at of the National Nuclear Security Administration (NNSA), and all contractor employees have a responsibility to protect the confidentiality of personal and other sensitive information from unauthorized disclosures and intentional or negligent misuse. This includes any information that may be maintained in hard copy or electronic records and on computer equipment and storage media that may be subject to the Privacy Act or the exemptions of the Freedom of Information Act. Information of this nature should not be removed from DOE facilities without the written authorization of the employee's supervisor.

All DOE Federal and contractor employees must report any unauthorized disclosure or compromise of sensitive and personal information to their immediate supervisor, the systems manager of the pertinent Privacy Act system of records, and the Privacy Act Officer at their location. Civil and criminal penalties may be imposed when individually identifiable information is unlawfully disclosed to any person who is not entitled to receive it. These penalties may result in misdemeanor charges being brought against the employee involved as well as fines of up to \$5,000.00 per occurrence.

If you have any questions about the protection of personal and other sensitive information, please contact the Office of Chief Counsel at 576-1200.