

2016 Annual Planner

Plan Your Year Around Privacy!



All privacy incidents must be reported to your Privacy Officer or Supervisor within one hour of discovery.

January

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Remember to complete your Annual Privacy and Information Security Awareness Training.

February

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				



Never discuss PII in a public place where others can hear, such as hallways or elevators.

March

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Make sure emails containing PII or other sensitive information are encrypted.

April

S	M	T	W	TH	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30



Don't toss it. Shred it.

May

S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Check with your Records Management Officer to confirm method of disposal for unneeded documents containing PII.

June

S	M	T	W	TH	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

VA Privacy Service
privacyservice@va.gov | 202-273-5070
vawww.oprm.va.gov/privacy

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 * * * * * Builds Trust

VA |  U.S. Department of Veterans Affairs
 Office of Information Technology
 Office of Information Security
 Privacy and Records Management
 Privacy Service

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Is there PII at your desk? Remember to lock it up.

July

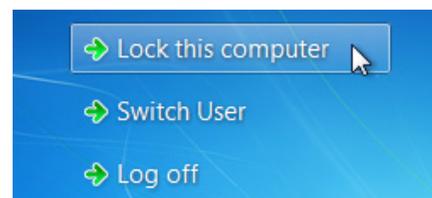
S	M	T	W	TH	F	S
			1	2	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Be vigilant. Most privacy incidents are caused by human error.

August

S	M	T	W	TH	F	S
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21	22	23	24	25	26	27
28	29	30	31			



Remove your PIV card and lock your screen when stepping away from your computer.

September

S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



Obtain authorization from your supervisor when taking information home for teleworking.

October

S	M	T	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Never post PII or personal health information on social media.

November

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Be prepared for an audit: Privacy Officers conduct regular walkthroughs to ensure employees safeguard PII.

December

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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