MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Policies and Procedures When Personal Information is Lost, Stolen, or Compromised

As noted in my 7 June 2007 Memorandum on this topic, it is Department of Defense (DOD) policy¹ that the privacy of an individual is a personal right that shall be respected and protected. DOD's need to collect, maintain, use or disseminate personal information about individuals shall be balanced against the right of the individual to be protected against unwarranted invasions of their privacy. Accordingly, all DOD personnel, to include contractors, have an affirmative responsibility to protect an individual's privacy when collecting, maintaining, using or disseminating personal information² about an individual.

Further, whenever a DOD Component (e.g., the Defense Logistics Agency (DLA)) becomes aware that records containing personally identifiable information (PII), are lost, stolen or compromised (i.e., breach³), the potential exists that the records may be used for unlawful purposes such as identity theft, fraud, and stalking. The personal impact on the affected individuals may be severe if the records are misused. To assist the individual, and achieve effective breach management, DOD policy⁴ requires that the Component use a “best judgment” standard to determine when to notify individuals of any loss, theft, or compromise. When using this standard the sensitivity of personal information is weighed against the likelihood of harm caused by the disclosure. This standard is discussed more fully in the attached.

DLA is implementing this best judgment standard for effective breach management by issuing the attached revised policies and procedures, which lists the actions that must be taken by DLA personnel and contractors in the event of any loss, theft, or compromise of PII. Please give the attached document wide dissemination within your organization.

Attachment
a/s

² For definition of “personal information,” also referred to as “personally identifiable information (PII),” see attachment – Definitions.
³ For definition of “breach” see attachment – Definitions.