



This is a reminder to take Annual Privacy Refresher training! The course is mandatory.

Completion Date: September 14, 2012 (or earlier, as determined by IC)

- Visit <http://irtsectraining.nih.gov> (go thru NIH Login)
- Enter the NIH ID number from the back of your HHS badge (ex. 012-3456-789)
- Login to take the 2012 Annual Privacy Awareness Refresher

Use Encryption for Personally Identifiable, Protected Health and Sensitive Information



It is against NIH policy to save PII, PHI or SI to your computer. A more secure method for saving personal information is to use a USB flash drive or iron key.

You may not be aware that the NIH e-Mail System is not secure. Encryption methods are integrated with our new PIV badges. The following methods are recommended:

- If the recipient of the e-mail is within the HHS community, staff can use their PIV card (and card reader) to authenticate users, encrypt e-mail and insert a digital signature; and,
- For both NIH and non-NIH recipients, the Secure E-mail and File Transfer (SEFT) Service (<https://secureemail.nih.gov/>) can be used to send and receive e-mail securely within and outside of NIH.

To prevent the inadvertent transmission of personally identifiable information on the Internet, NIH e-mail should not be auto-forwarded to non-NIH e-mail addresses. Do not send unencrypted PII to electronic listservs or via other insecure e-mail distribution methods.

***Encryption Questions?* Contact the IT Service Desk via the web at <http://support.cit.nih.gov> or call (301) 496-HELP or (301) 496-8294 (TTY).**

***Privacy Questions?* Contact the OSOP at privacy@mail.nih.gov or (301) 451-3426.**