



BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON, D. C. 20551

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD
MANAGEMENT DIVISION

**STATEMENT OF RESPONSIBILITY FOR
HANDLING PERSONALLY IDENTIFIABLE INFORMATION**

I, _____, understand that as an employee in the _____ (Division/Office) as part of my official duties, I have access to personally identifiable information (“*Personally Identifiable Information*”). *Personally Identifiable Information* is information about a Board or Federal Reserve Bank employee, former employee, prospective employee, or contractor that is linked to an individual or that may be linked to an individual. Examples of Personally Identifiable Information include information that can be used to distinguish or trace an individual’s identity, such as social security numbers, birth date, date and place of birth, and mother’s maiden name, as well as information such as medical history and criminal or employment history, including disciplinary history. Accordingly, as a condition for my access to this information:

1. I will take all necessary steps to protect and secure Personally Identifiable Information to which I am granted access and to abide by the procedures established for the safeguarding of Personally Identifiable Information.
2. I will access and use Personally Identifiable Information, including any such information residing in a Human Resources database (for example, PeopleSoft) only as necessary to accomplish my official duties. I understand that other access and use of Personally Identifiable Information is prohibited. If I am uncertain whether the access is permissible, I will verify the matter with my supervisor/manager/officer.
3. I will not disclose Personally Identifiable Information to another person or allow another person access to Personally Identifiable Information unless that person is authorized to receive the Personally Identifiable Information and has a need to know the information.
4. I will not use any Personally Identifiable Information for personal gain or interest.
5. I will not remove Personally Identifiable Information, in paper or electronic form, from the Board’s premises, including for the purpose of using that information in the performance of my duties, unless I have received prior permission from my supervisor. If I remove the information from the Board’s premises, I will follow all security requirements, including maintaining encryption of all Personally Identifiable Information used or stored on a computer or other portable or mobile device.

- 6. I will immediately notify my supervisor if I become aware of an incident involving the loss, theft, or inappropriate use of Personally Identifiable Information.
- 7. I will keep myself informed about the Board's policies governing the protection and use of Personally Identifiable Information.
- 8. I understand that inappropriate use or disclosure of Personally Identifiable Information may result in disciplinary action up to and including termination of employment.

I understand that this Agreement, and all of its terms and conditions, applies until terminated in writing by the Board.

Print Name: _____ Date: _____

Signature: _____

Please return to Keisha Hargo, Employee Relations Specialist, at Mail Stop 129