

Organization Name and Logo

PERSONALLY IDENTIFIABLE INFORMATION (PII)

This brief summary explains the main points of the PII training for ABCD Navigators and ABCD-Ed Nutrition Educators. It provides you with the tools to manage PII safely. Keeping these points in mind is important for protecting the privacy and security of ABCD participants' data.

- PII is any information about an individual that can be used to distinguish or trace an individual's identity.
- PII can be received orally, electronically, by computer, tablet, cell phone, text message, flash drive, fax or paper document.
- All information disclosed by a participant, in any format, must be treated as confidential administering the ABCD Outreach and ABCD-Ed programs.
- If you receive a request for participant's information from an outside entity, contact XYZ Program Operations. ABCD Navigators and ABCD-Ed Nutrition Educators are not permitted to disclose any case/ participant information without permission from the State.
- Staff must adhere to the data confidentiality agreement and follow the Federal and State laws and regulations.
- Disclosing participant's PII could result in disciplinary action, civil and/or criminal charges.
- When working with an individual to complete an ABCD application, you are not permitted to submit it on their behalf.
- ABCD Navigators must obtain proof of consent to receive the participant's information by having the participant sign a release and confidentiality form at first contact or intake.
- If you suspect a data breach or identity theft has occurred, you must notify XYZ immediately by completing and emailing the XYZ Audit and Data Security Incident Report form to Incident@nj.gov.

CONTACTS

For program-specific questions, email

Organization.gov

To report a data breach, email

Organization.Incident@XYZ.gov