



# TEN RULES

## To Protect Personal Information



SECNAV/CNO Privacy  
Act Office

Chief of Naval  
Operations (DNS-36)  
2000 Navy Pentagon  
Washington, DC  
20350-2000

phone:  
(202) 685-6545

fax:  
(202) 685-6580

email:  
[privacy@ogc.law.navy.mil](mailto:privacy@ogc.law.navy.mil)

web:  
<http://privacy.navy.mil>

1. **DO NOT** be afraid to challenge “anyone” who asks to see Privacy Act information that you are responsible for.
2. **DO NOT** maintain records longer than permitted under records disposal.
3. **DO NOT** destroy records before disposal requirements are met.
4. **DO NOT** place unauthorized documents in Privacy Act record systems.
5. **DO NOT** commingle information about different individuals in the same file.
6. **DO NOT** transmit personal data without ensuring it is properly marked.  
Use “**FOR OFFICIAL USE ONLY –PRIVACY SENSITIVE.**”
7. **DO NOT** use interoffice envelopes to mail Privacy data.
8. **DO NOT** place privacy data on shared drives, multi-access calendars, the Intranet or Internet that can be accessed by individuals who do not have an official need to know
9. **DO NOT** create a new system of records without first consulting your Privacy Office or CNO (DNS-36)
10. **DO NOT** hesitate to offer recommendations on how to better effectively manage privacy data.

## BOTTOM LINE

**If you collect it...you must protect it**

**If in doubt...leave it out**

**Just because you’ve always handled personal information one way...doesn’t mean that is the best- way.**

