

Personally Identifiable Information (PII) Guidance

Purpose: Provide guidance for staff on appropriate procedures for ensuring an individual's information is kept private and confidential.

Definition: PII is information which can be used to identify a person uniquely and reliably, including but not limited to name, date of birth, social security number (SSN), W2, tax returns, DD214, home address, home telephone number, home email address, mother's maiden name, etc. This includes any form of data that may lead to identity theft or any information related crime.

Forms to be redacted include but are not limited to: Social Security Numbers; W2 documents with SSN; tax returns with SSN; bank account information; income information with SSN; DD214 with SSN; and family documentation SSN.

Redaction Guidance

1. When a Service Provider collects eligibility documentation from an individual for program participation the following steps must be taken for items referenced above:
 - a. Social Security cards
 - i. Collect a copy of the individual's social security card
 1. Redact one copy to be uploaded into EmployNV
 2. Keep unredacted copy in a confidential and secure area per Nevadaworks Data Collection/Record Retention/Confidentiality Policy NWP-3303
 - b. Tax and Income documentation
 - i. Redact all social security and bank account information
 - c. DD214 and Family identification
 - i. Redact all personal identifying information
2. Redaction occurs by "blacking out" the first 5 numbers of the social security card or DD214; "blacking out" family social security numbers shown on tax returns; etc.
3. Redaction must occur on any documentation uploaded into EmployNV with the individual's social security number (i.e. DD214; SS card; W2; tax returns; etc.).
4. Service Provider will redact all personal information as described in the above definition.

References:

TEGL 39-11 Guidance on the Handling and Protection of Personally Identifiable Information (PII)

20 CFR §680.420

SCP 1.8 WIOA Adult Programs Design, Career and Training Services

SCP 2.1 Participant Eligibility for Youth Services

SCP 2.2 WIOA Youth Program Design

SCP 5.4 Record Retention

NWP-3303 Data Collection/Record Retention/Confidentiality Policy