

For: FSA Employees and Contractors

PII Includes Last 4 Digits of Social Security Number (SSN)

Approved by: Deputy Administrator, Management



1 Announcing Last 4 Digits of SSN Are PII

A Background

Through the release of USDA and FSA PII guidance, all FSA employees and contractors have been informed that the **entire SSN** is classified as PII. However, there have been questions raised about the PII status of the last 4 digits of SSN.

B Purpose

This notice announces that the last 4 digits of SSN are PII.

C Contact

If there are questions about this notice, contact John W. Underwood, FSA Privacy Act Officer/FSA PII Officer, at either of the following:

- e-mail at john.underwood@kcc.usda.gov
- telephone at 816-926-6992.

D Requirements for Protecting Last 4 Digits of SSN

When working with documentary material (paper or electronic format) containing only the last 4 digits of SSN, FSA employees and contractors **shall protect** the last 4 digits of SSN in the same manner as they would protect the entire SSN.

E Reporting Loss or Suspected Compromise of PII

Employees or contractors having any reason to suspect that PII has been lost or compromised **shall report** concerns within 1 workday of becoming aware of the issue. Contact the 24-hour support Security Incidents Hotline at either of the following:

- 888-926-2373
- 877-PII-2YOU.

| | |
|--|---|
| Disposal Date November 1, 2009 | Distribution All FSA employees and contractors; State Offices relay to County Offices |
|--|---|