

*Proposed UNOLS Policy on Personally Identifiable Information (PII)*

Underway data and documentation collected by UNOLS vessels are routinely submitted to the NSF-supported Rolling Deck to Repository (R2R) program at the end of each cruise, and deposited in the NOAA National Data Centers for permanent archiving and disseminating. As such, they must comply with federal guidelines including the U.S. Department of Commerce policy on Electronic Transmission of Personally Identifiable Information (PII) (ref. U.S. Office of Management and Budget, Memorandum M-07-16, "Safeguarding Against and Responding to the Breach of Personally Identifiable Information").

Per DoC policy as published by the Office of the Chief Information Officer (OCIO), PII is defined as "information which can be used to distinguish or trace an individual's identity, .. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual." PII is further classified as "Sensitive" or "Non-Sensitive", where Sensitive PII includes:

- Social Security Numbers (including truncated to last 4 digits)
- Place of birth
- Date of birth
- Mother's maiden name
- Biometric information
- Medical information, except brief references to absences from work
- Personal financial information
- Credit card or purchase card account numbers
- Passport numbers
- Potentially sensitive employment information, e.g., personnel ratings, disciplinary actions, and result of background investigations
- Criminal history
- Any information that may stigmatize or adversely affect an individual

Data and documentation submitted by UNOLS vessels to the R2R program, and deposited in the NOAA National Data Centers, shall not include any Personally Identifiable Information (PII) classified as "Sensitive" (described above).