



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - June 2013

### Reporting sent or received emails containing PII

Most of you should have seen the email from NOAA CIO office reminding everyone that sending files or email containing PII must be encrypted. We have two authorized methods of encrypting communication with PII - Accellion [Secure File Transfer](#) and SecureZIP (see attachment).

The Department of Commerce has given policy guidance on what can and cannot be transmitted electronically when it contains sensitive information such as Personally Identifiable Information (PII) and [Business Identifiable Information](#) (BII).

[http://ocio.os.doc.gov/ITPolicyandPrograms/IT\\_Privacy/PROD01\\_008240](http://ocio.os.doc.gov/ITPolicyandPrograms/IT_Privacy/PROD01_008240)  
[http://ocio.os.doc.gov/ITPolicyandPrograms/Policy\\_Standards/DEV01\\_002682](http://ocio.os.doc.gov/ITPolicyandPrograms/Policy_Standards/DEV01_002682)

If you receive any email that contains PII that isn't encrypted, report this IT security related incident to the NOAA Computer Incident Response Team (N-CIRT). This is done by connecting to the [Reporting an Incident page](#) (you will need to connect using your LDAP information - email name and password) or call [\(301\) 713-9111](tel:3017139111). You have one hour after discovering the insecure PII information to report it so the cleanup can begin as quickly as possible. Use the [NOAA Form 47-43](#) to start the response.

If you have any questions, or to initiate coordination with our office, please call the [NSDesk](#) at 1-855-NSDesk1 ([1-855-673-3751](tel:18556733751))

### June Tech Tips

- **Clean your Downloads folder**

Each user in Windows 7 has a folder named "Downloads" that is the default folder used by browsers for downloaded files. This folder contains all attachments downloaded by Chrome from your Google Mail account. If you have not looked at your download file before, you might be surprised how many old attachments have been left there.

Most of the files in the download folder can be deleted because they came from Google Mail and probably aren't needed anymore. If you still have the email with the attachment in it, you can download a new copy when needed. If you have deleted the email then you probably don't need the old attachment left in your downloads folder.

It is probably a good idea to check your downloads folder once a month and delete any files you don't need.

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Previous Tech Tips located at [www.wrc.noaa.gov/systems/techtips.htm](http://www.wrc.noaa.gov/systems/techtips.htm)