

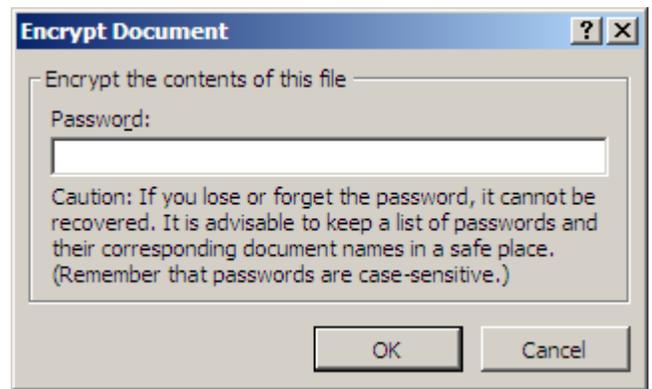
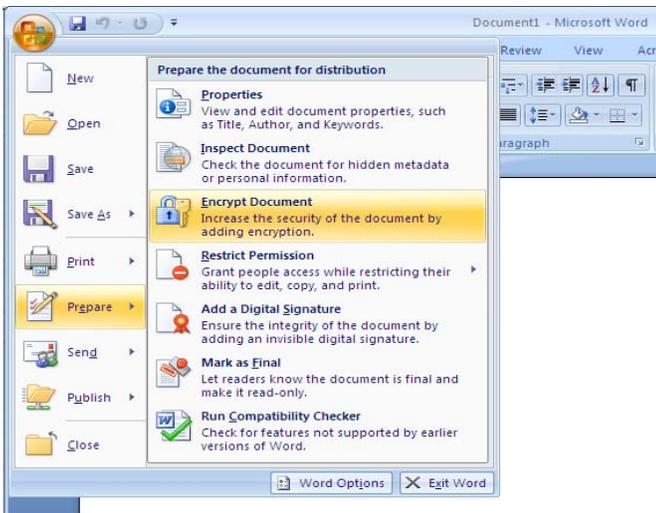
# PII & SBU EMAIL ATTACHMENT ENCRYPTION – OFFICE 2007

**Step 1:** Open New file and enter PII/SBU data to be sent via email. Copy & Paste the following text at the end of the email as disclaimer:

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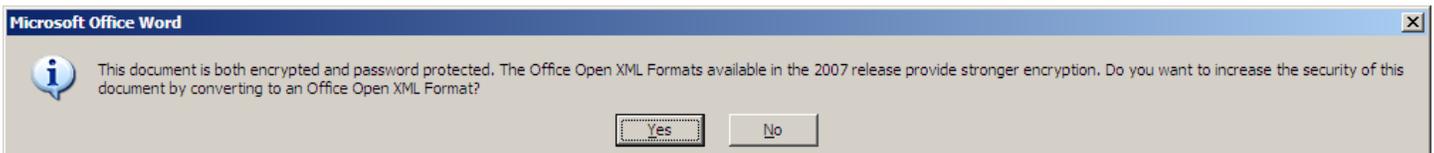
*The attached document contains Personal Identifying Information (PII) and is For Official Use Only (FOUO). It shall not be disclosed outside any agency who is affiliated with the GIPSA without written assurance from the agency Privacy Officer or responsible office that the provisions of Freedom of Information Act (FOIA) under Exemption 2 of 5 U.S.C. §552(b)(2) (2006) and the OPEN Government Act of 2007, Pub. L. No. 110175, 121 Stat. 2524 have been observed. Printed copies of this data require handling in accordance with agency privacy directives. Questions may be directed to the USDA FOIA/PA Coordinator.*

**Step 2:** Select *Prepare -> Encrypt Document*. **Step 3:** Enter the password two times, as prompted.



**Step 4:** Save the document.

**Step 5:** Select **Yes** for stronger encryption. Select **No** for normal encryption.



**PLEASE NOTE:** *In order to facilitate file access, ensure data protection, and prevent accidental removal from the premises all such encrypted files must be saved to your network drive – in a clearly labeled folder (i.e. - "H:\PII\_SBU Attachments"). So that extra diligence is exercised to not store PII in an unauthorized manner, all such files must be deleted once delivery has been confirmed. The data will then be accessible from the sender's respective mailbox if needed.*