



PII INCIDENT NON DISCLOSURE AGREEMENT

The United States Department of Agriculture (USDA) is aware that due to no fault of yours, you have recently received an e-mail and/or attachment that contained the personally identifiable information (PII) of other _____. The e-mail message(s) included the: (names, dates of birth, and either office or sponsor e-mail addresses) of other applicants.

USDA has taken internal corrective action concerning the improper release of the PII. We need and request your assistance to help implement a resolution that fully addresses the improper disclosure of Privacy Act protected information.

Federal statutes prohibit any use/further dissemination of the PII that you inadvertently received from USDA. USDA needs to receive written acknowledgement from you indicating that you: 1) have permanently deleted/removed the e-mail and attachment that contained PII belonging to others; 2) did not make/will not retain copies of the e-mail and attachment(s) that contained the PII that belongs to others, and 3) have not/will not further discuss or disclose the PII.

USDA considers the safeguarding of PII a mission essential responsibility and we regret this situation occurred. We continue to emphasize that is the responsibility of every USDA employee, contractor, partner, affiliate and cooperator to safeguard PII. We apologize for the inconvenience or problems this situation has created for you and certainly appreciate your assistance in bringing this incident to closure.

By my signature below, I certify that I have permanently deleted the referenced PII and did not make nor will make or retain any copies of the PII belonging to others and will not further discuss, disclose or share the PII belonging to others.

Exceptions:

_____ I did not receive the PII referenced in this form.

_____ I did not open, deleted or destroyed the PII.

Printed Name: _____

Signature: _____ Date: _____

Position/Title: _____

Agency/Office/Organization: _____