

**When in doubt, don’t send out!**

Do you work with personal information like social security numbers, employee dates of birth, applicant information or personal health information?

Use a secure means of sending data when necessary.

Secure sensitive data by following both A&M System and your organizations policies:

[Data Classification and Data Protection](http://assets.system.tamus.edu/ITRules/TAMUS_DataClassicationProtection_Std_May2016(FINAL).pdf)  
[Encryption of Confidential and Sensitive Information](http://assets.system.tamus.edu/ITRules/TAMUS_EncryptionConfidentialSensitive_Std_May2016(FINAL).pdf)

[Data Breach Reporting](http://assets.system.tamus.edu/ITRules/TAMUS_DataBreachReporting_Std_May2016.pdf)

Reach out to your Information Security Officer for more information.

**If you don’t need it, delete it!**