

VDL PROHIBITED INFORMATION

Personally Identifiable Information (PII) defined in OMB Memorandum M-07-1616, Port Numbers, IP addresses, URLs, Fully Qualified Domain Names (FQDN), Mail Groups used to receive data, and any other sensitive information identified in the “Displaying Sensitive Data Guide” cannot be included in artifacts published external to the VA. (End User Documentation Standards, Dec 2019)

Personally Identifiable Information (PII)/Potentially PII

- Patient identifier examples:
 - o Name
 - o Address
 - o phone numbers
 - o SSN
- Employee identifier examples:
 - o Name
 - o phone number
 - o work address
 - o email address
 - o provider numbers/license numbers
 - o clinic names which include provider/employee name

Internal information

- Download/ftp site addresses (Albany, Hines, SLC, etc)
- Port numbers
- Server names and/or address
- Intranet site addresses and/or links
- SharePoint Site addresses and/or links
- Phone numbers
- Email addresses

Please note, redaction standards apply to all text in a document to include screenshots, graphics and examples.

ACCEPTED VERSION EXAMPLES:

Patient name – PATIENT, ONE <or> GJAWER, FCOAWEA

Employee name – PROVIDER, ONE <or> ASDFKGAS, FWEFA

Clinic name – Actual name of clinic in Vista (Pulmonary, Medicine) or TESTCLINIC

SSN – 000-00-0001 <or> XXX-XX-9999 <or> XXX-XX-XXXX

Email address – PROVIDER.ONE@YOURSITE

UNACCEPTED VERSION EXAMPLES:

Patient Name – Duck, Daffy <or> Smith, John

Employee Name – Duck, Daffy <or> Smith, John

Clinic Name – John's Clinic

SSN – Any combination of real numbers creating the appearance of legitimacy

Email address – SMITH.JOHN@VA <or> PROVIDER@MED.VA.GOV