

# Securing Personal Data & Your Fiduciary Responsibility Regarding Client Privacy

- 1) **Postal Ease/Light Blue** This is a number or password that enables the client to access & process deductions. Employees are advised not to share it with anyone due to concerns of fraud. Postal ease is a U.S. Government website intended for authorized use only by Postal Service employees. Unauthorized access or use of this website may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C §1030) If a client entrusts you with such information you are required to follow the UAF Privacy guidelines and the Privacy act of 1974 guidelines. Such information must be secured and forwarded to our client services Division to assist the employee in processing their premium deduction.
- 2) **Social Security Number** If a prospect does not feel comfortable giving you their social security number then have them complete the “**Personnel Application Sheet**” only. Tell them they will receive illustration by e-mail & wish them the best of luck. Move on to the next person.
- 3) **Employee ID Number** this 8 digit number is located on the top right side of the USPS employee paystub. This was originally created to replace SS numbers on paystubs. If an employee doesn't have a paystub on them then tell them to either email, text, call it in to you or the Client Services Division.
- 4) **Privacy Act Forms** privacy act forms must be signed by the client and the yellow copy left behind for their records. The original is submitted with the rest of the application.
- 5) **Statement of Understanding** this form must be signed and accompanied with every submitted application to the office. This form reiterates your clients understanding of the sales transaction and eliminates any accusations of misrepresentation and confusion.

