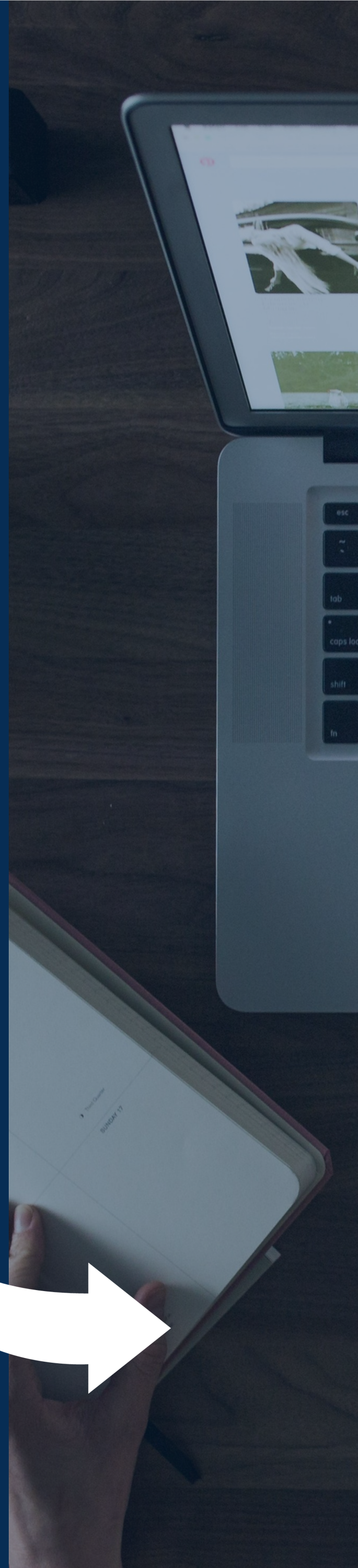




PROTECTING PII IN HR

*How to Identify and Safely Handle
Personally Identifiable Information*

www.integrity-data.com



WHAT IS PII?

PII includes any data that can identify a person:

- *Full name*
- *Address*
- *Email*
- *SSN*
- *Bank info*
- *Health details*

Even an email address can be PII when combined with other data.

WHY IT MATTERS

Mishandling PII can lead to:

- *Identity theft*
- *Legal violations (HIPAA, GDPR)*
- *Loss of employee trust*
- *Costly data breaches*

You are the first line of defense.



HOW TO IDENTIFY PII

Is It PII? Ask Yourself:

- *Can this data identify someone?*
- *Could it be used to contact or impersonate them?*
- *Would I want this shared about me?*

If yes → It's PII.

6 WAYS TO HANDLE PII SAFELY

1. **Limit access** by using roles
with different security settings
2. **Use a secure HR system** like
Integrity Data HRP
3. **Enable MFA**
4. **Be cautious with email**, use
secure, in-app messaging
5. **Keep workspaces clean** - no
sticky notes with passcodes!
6. **Report incidents immediately**



QUICK REMINDERS

🤔 *Think before you share*

🔒 *Lock it down—
digitally & physically*

🙋 *When in doubt, ask HR*



HELPS KEEP PII SECURE

- ✓ *Centralized Data = Fewer Mistakes*
No more juggling spreadsheets or disconnected systems.
- ✓ *Built-In Security Features*
Multi-factor authentication, role-based access, and encrypted storage.
- ✓ *Streamlined Onboarding & Offboarding*
Automate sensitive data collection and access control.
- ✓ *Real-Time Reporting*
Spot risks and compliance gaps before they become problems.
- ✓ *Employee Trust*
Show your team their data is safe—and that you take it seriously.

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