

# SENSITIVE DATA'S BEEN COMPROMISED: HOW DO I LET VA KNOW?

## WHAT IS A PRIVACY EVENT?

A privacy event is any event that has resulted in, or has the potential to result in, unauthorized access to or disclosure of the Department of Veterans Affairs (VA) sensitive personal information (SPI), including personally identifiable information and protected health information, whether physical or electronic, in a manner not permitted under the applicable confidentiality provisions.

## REPORTING A PRIVACY EVENT

- Always report suspected privacy events to your local VA facility Privacy Officer.

## BE READY TO SUBMIT



Your name



Phone number



What happened?



What was lost, compromised, or disclosed?



Date when the incident occurred

- Contact your local Privacy Officer or VA Privacy Service, [PrivacyService@va.gov](mailto:PrivacyService@va.gov)

## PRIVACY TIPS TO SAFEGUARD YOUR DATA

- Implement two-factor authentication on your devices.
- Don't carry social security cards and other sensitive documents on your person unless you absolutely need to.
- Double check emails before you hit send to ensure it is going to the intended recipient and encrypt any attachments containing SPI.

For more information on VA's privacy program, visit <https://www.va.gov/privacy/>

Privacy 



PRIVACY  
MATTERS

VA



U.S. Department  
of Veterans Affairs