# Protecting Member-Identifying Information

Employer Services Section

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# Learning Objectives

Define member-identifying information

Utilize ETF's secure system

Identify resources

# Define Member-Identifying Information

# Define Member-Identifying Information

Sensitive information that can identify members

ETF obligated to protect

Examples:

Name | Address | SSN | Photos

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# Utilize ETF's Secure System
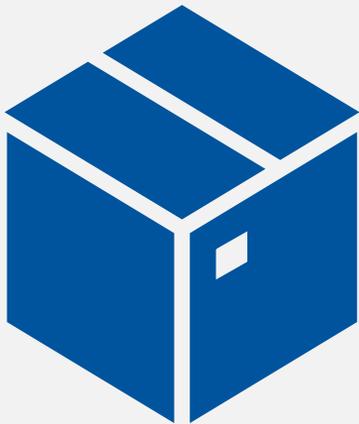
# Information and Security

- Employers should safeguard members' information

- Send member information securely

- Utilize Box as secure system

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# Utilize Box

**Digital drop-box to upload content**

**More secure than email**

**Other benefits:**

- Easy to use
- Handles large files
- Provides time stamps and contact information

**To Access Box :**

- ETF's Box portal
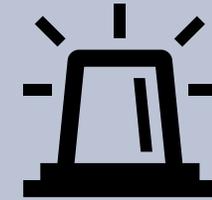- Local Employer Health Insurance Manual (ET-1144)

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# Issues with Email

| | | |
|---|---|---|
| Creates potential risk | Vulnerable to hacking/ phishing | Wrong recipients = potential data breach |

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# Identify Resources

# Identify Resources

**ETF Privacy Office:**

- 877-533-5020
- etfsmbprivacyofficer@etf.wi.gov

**Questions about Box**

- ETFSMBEmployerInsurance@etf.wi.gov

# Thank you

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