

CONFIDENTIAL INFORMATION LOG for File # _____

*Examples of personal identification information include: Social Security numbers; birth dates; employer tax identification numbers; Dunn & Bradstreet numbers; drivers license numbers; state identification card numbers; passport numbers; identification card numbers issued by a foreign consulate; personal identification numbers (PIN); electronic identification numbers; personal email names and addresses; internet account numbers; internet identification names; digital signatures; biometric data; internet passwords; parent's legal surnames prior to marriage; financial records, including but not limited to, checking or savings account numbers, debit card or credit card numbers, or any other information or numbers that can be used to access a company or person's financial resources. Any of the aforementioned examples of confidential information will be included and listed on this form if verbally provided to OSH or acquired from documents or information otherwise not made part of the case file. If this type of personally identifiable information is provided in written or typed format and the decision is made to actually incorporate that document into the case file, then the information will not be listed on this log and should not be redacted by OSH Compliance or ASH staff. (Reference FOM Chapter III)