What type of PII is allowed in WiTS attachments?

Social Security Number

Employee Name

Date of Birth (DOB)

Employee Identity Document (ID) (**no photos**)-

Examples include: Voter registration card, U.S. military card or draft record, Military dependent's ID card, U.S. Coast Guard Merchant Mariner Document (MMD) card, Native American tribal document, etc.

NIH Badge ID (**no photos**)

Salary Information

Mailing Address

E-mail Address

Phone Number

Employment Status

User Credentials-

Examples include: System usernames and passwords

Medical Notes-

Examples include: Notes from doctors excusing an employee's absence or to confirm the need to provide reasonable accommodations in conditions of employment. Must NOT contain the employee's actual illness or affliction.

Educational Documents-

Examples include: Copies of diplomas, transcripts, certificates from colleges, universities, etc.

Military Status-

Examples include: Documents confirming an employee's veteran status and/or active duty orders

Taxpayer ID

Financial Account Information-

Examples include: Payroll documents or pay slips

Legal Documents-

Examples include: Settlement Agreements, MOUs, Divorce Decrees, etc.