

Submitting Personally Identifiable Information..... (PII)

The Steamfitters Industry Fund Office strongly suggests that you never send **PII** over email. This includes a birth certificate, a copy (photo) of a Social Security Card or any other personally identifiable information.

The Fund Office has a secure website that allows the user to upload such documents directly to the site, eliminating most opportunities for a third party to obtain your records.

If you need assistance using this feature, please call the Fund Office at 212-465-8888, option 4. However, if you must send PII over email, it needs to be **encrypted** and certain security protocols must be met to ensure that if it's intercepted, the PII won't be readable.

The Steamfitters Fund Office will assume no liability, obtained by a third party, for any information provided to us through an unencrypted email.