

## **PII - RezDesk**

The following responds to concerns about whether or not the ADTRAV profile site protects employee's Personally Identifiable Information (PII):

### **From John Croasdale, DOC, OCIO, Computer Incidence Response Team**

The Adtrav profile site encrypts information sent from the user to the Adtrav site. The site uses Secure Socket Layer (SSL) to encrypt traffic between the server and the client. There are a couple methods for determining that SSL is used. First, on the top right of the web browser there should be a little padlock (the padlock is in the locked position) to indicate that the website that is currently being viewed is using a secure method of communication. A user can also click the lock to read more information about the connection including if the site is using encryption. Another way to verify this is to look at the address bar. If the address starts with <https://>, the site is using encryption to secure the communication.

### **From Roger Hale, President of ADTRAV.**

“We are in compliance with the security requirements in the current GSA master contract governing travel services. ADTRAV maintains security of all personal data stored in our systems through the following means:”

- Secure socket layer technology used on the RezDesk website.
- All profiles protected by unique user name and password.
- Primary display of credit card information is encrypted.
- Restricted access to RezDesk and other databases - System Administrator
- All databases housed behind a WatchGuard Firewall
- All servers located in a climate-controlled, secure area with limited access.
- Automated logging each time databases are accessed.”