

Caution to Project Sponsors - Protect Confidential Data

The Wisconsin Department of Natural Resources (DNR) takes seriously its responsibility to protect all confidential data that are collected as the DNR administers its programs. For DNR grant programs, “confidential data” typically includes:

Personal -- Social Security number, date of birth, driver’s license number, signature

Financial -- Bank account numbers on cancelled checks and statements. Credit card numbers on submitted receipts. Account and credit balances or limits. Federal or Wisconsin tax returns.

If a grant is being issued to an individual, we need most of the personal data listed above before we can issue payments or reimbursements. This needed data comes to the DNR on completed W-9 forms. The DNR has a process to restrict access to and secure W-9 forms.

The DNR, however is often sent unnecessary confidential data that are attached to proofs of payment, receipts, or other documents in support of a reimbursement request. Please protect confidential data by blackening out – also called “redacting” – bank account numbers, credit card account numbers, and other confidential data before proofs of payment are sent to the DNR. Please do not redact check numbers from bank statements.

With each of us doing our part, we can protect confidential data and minimize identity theft.

Thank you for your assistance and cooperation.