

# SECURE WHISTLEBLOWER COMMUNICATIONS STARTER PACK



This starter pack identifies secure communication procedures and tools for House offices when working with whistleblower constituents and oversight sources, in support of the House Code of Official Conduct confidentiality requirements. It is part of a larger **resource library** developed by the independent, nonpartisan Office of the Whistleblower Ombuds.



**“ Information on best practices for the intake of a claimant and for navigating to ensure their privacy is kept intact [was most helpful].” — Deputy District Director**

## PROCEDURES: Template Whistleblower Confidentiality Policy

This **template** provides best practice procedures for the confidentiality of whistleblower information.

### Template Whistleblower Confidentiality Policy

**Purpose:** The purpose of this document is to ensure sufficient protections for the confidentiality of sensitive whistleblower information as the **MEMBER OFFICE OR COMMITTEE** (hereinafter, “Office”) engages with whistleblowers from the public and private sectors to support the Office’s oversight work **(AND CONSTITUENT SUPPORT FUNCTIONS)**.

**Requirements:** The House Code of Official Conduct mandates confidentiality protections for whistleblower information, and House Information Security Policy requires heightened security protections for information provided in confidence or with restrictions on its use.

Information provided to the Office by a constituent, source, or whistleblower (hereinafter, “whistleblower”) may fall within the ambit of this policy. As a best practice, the Office will assume that whistleblower information is sensitive and should be handled and used with caution.

**Note:** This Information Security Policy is not intended to be used in lieu of any other applicable policies and procedures.

## VIDEO: Maintaining Whistleblower Confidentiality: Quick Tips

This **short video** illuminates quick tips to protect a whistleblower’s information and the security of Congress’ casework and oversight work.



## VIDEO: Protecting Whistleblower Information: A Deep Dive

This **interactive training** allows users to practice securely handling a fictional source’s information.



## WEBFORM: Member Digital Whistleblower Intake Webform

This **webform** provides end-to-end encrypted transfer of whistleblower information from the Member’s website directly to their Correspondence Management System.



## WEBFORM: Committee Secure Whistleblower Intake Webform

This **process** uses Microsoft Forms and Lists to intake whistleblower information to the committee’s Office 365 productivity suite, with the use of encryption.



## APPLICATION: Signal

This **messaging service**, available on House App catalogs, provides end-to-end encrypted communication of sensitive information, including texts, files, and calls.

