



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

IMCH-HR

MEMORANDUM FOR RECORD

SUBJECT: Privacy Act

1. The Privacy Act promotes and safeguards Personally Identifiable Information (PII) maintained by a system of records. It is our job to ensure collection, storage, use, maintenance, processing, dissemination, and disclosure of personal information adheres to statutory and regulatory compliance (5 U.S.C. § 552a, 32 CFR 310).
2. Any PII collection must be coordinated with the Privacy Office for approval prior to use or if currently being used to ensure compliance. Additional requirements may include Privacy Impact Assessment (PIA), Privacy Policy or Notice, Privacy Act Statement, and System of Records Notice (SORN).
3. All possible, suspected or actual breaches must be reported within one hour of discovery.
4. Employees must collect the minimum amount of PII that is legally authorized and necessary to support operations.
5. We must ensure the security and confidentiality of information and records, protection against possible threats or hazards and permit access only to authorized persons. All records (paper and electronic) will be protected as prescribed in DoD 5400.11-R, DoD Privacy Program, and AR 25-22, The Army Privacy Program.
6. Individuals who perceive an alleged violation or who want to file a complaint should contact the point of contact (POC) below.
7. The POC for this memo is Mr Ian Ganci, Garrison Privacy Act Officer, DSN 314-597-5584, email: ian.r.ganci.civ@mail.mil.

SEAN H. KUESTER
COL, AR Commanding