

PRIVACY ACT INFORMATION FOR DESKTOPS

What is the Privacy Act of 1974? A federal law which establishes safeguards for the protection of records that the federal government collects and maintains on US citizens and aliens lawfully admitted for permanent residence. The purpose is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from federal agencies' collection, maintenance, use, and disclosure of personal information.

What governs and regulates the protection of PRIVATE INFORMATION for FORSCOM?

The Privacy Act of 1974 and DOD 5400.11& 5400.11-R, DOD Privacy Program
AR 340-21, The Department of the Army Privacy Act Program
AR 25-55, The Department of the Army Freedom of Information Act Program

What is PERSONAL INFORMATION? Personal Data which is intimate or private to an individual. Disclosure could: interfere with personal privacy, cause embarrassment or jealousy among co-workers. Information which is NOT a part of official functions or public life.

What are some examples of information considered personal data?

Name	Medical data	Security clearance level
Financial and credit data	Social Security Number	Mother's maiden name
Leave balance	Birthdate	Other names used
Types of leave used	Telephone numbers (mobil, personal, & professional)	Personal web addresses
Home address	Rehabilitation participation	Family data
Drug test results	National origin	Performance ratings
Race		

What are some examples of types of information NOT considered personal data?

Finalized Future Duty Stations*	Rank & Date of Rank*	Present/Past Duty Stations*
Promotion Sequence No.	Military Award/Decorations	Source of Commission
Advanced Degrees	Duties & Position Descriptions*	Military Schools*
Annual Salary	Positions Title, Grade, Series	Gross Pay*
		Performance Standards

*Protect when assigned to sensitive, routinely deployed units or stations in foreign territories

What is Personally Identifiable Information (PII)? PII is information which can be used to distinguish an individual's identity. This includes such items as a person's name, SSN, or biometric records. These identifiers can either stand alone or when combined with other PII data become linked or traced to a specific individual.

What is a Privacy Act System of Record? Also know as a System of Records Notice (SORN), any item, collection, or group of information about an individual that includes an individuals' personal identifier and is under a Federal agency custody and control such as official records or databases. Examples of Privacy Act System of Record: Official Personnel File (OPF); Time & Attendance records; Database containing home address & telephone information. Examples of what is NOT considered a Privacy Act System of Record: Disciplinary letters filed in chronological order in a folder labeled "Disciplinary Actions"; Memory joggers/Supervisor's notes.

How do I respond to an inquiry for personal information without violating the Privacy Act of 1974?
Do not give out someone's personal information without their prior written consent nor take it upon yourself to deny it. Denial of information must be coordinated through the FOIA/PA request process.

Where should Privacy Act Violations within the U.S. Army be reported? Contact your privacy coordinator or supervisor as soon as you suspect or have an actual loss or compromise of PII. Report all incidents to U.S. Cert at <http://www.us-cert.gov> within one hour of discovery and HQDA Privacy Office within 24 hours of discovery at https://www.rmda.army.mil/privacy/docs/DPCL0_Breach_Report_Template.pdf.

Where can I learn more about the FORSCOM Privacy Act Program? Contact the FC Privacy Act Officer at 910-570-5613, DSN: 670-5613 and https://fcportal.forscom.army.mil/FC-DocMgmt/SiteAssets/FOIA_and_Privacy_Act.aspx.

YOUR PRIVACY ACT OFFICER IS:

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IN ORDER TO ASSIST PERSONNEL WITH UNDERSTANDING THEIR ROLE, REQUIREMENTS AND RESPONSIBILITIES REGARDING PRIVACY ALL PERSONNEL ARE ENCOURAGED TO PLACE THIS PRIVACY ACT INFORMATION FOR DESKTOPS IN AN ACCESSIBLE LOCATION ON OR NEAR THEIR WORKSTATION.

