



PRIVACY ACT TRAINING

29 August 2013

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What is the Privacy Act?



- Prohibits disclosure of records without written consent of individuals to whom the records pertain
- Limits an agency's collection and sharing of personal data
- Requires that all Army organizations follow certain procedures when:
 - ❖ Collecting personal information
 - ❖ Creating databases containing personal identifiers (i.e., **SSN**)
 - ❖ Maintaining databases (i.e., Lotus) personal identifiers
 - ❖ Disseminating information containing personal data (i.e., orders)



Personal data about individuals



- **Social Security Number**
- **Financial, credit, and medical data**
- **Date of birth**
- **Security clearance level**
- **Home address and telephone numbers (including home web addresses, emergency contact numbers)**
- **Mother's maiden name**
- **Spouse or children information**
- **Education information**



Privacy Act and SSN



Privacy Act regulates use of SSNs by government agencies and requires the agency to inform the person of the following:

- **Statutory or other authority for requesting the information**
- **Whether disclosure is mandatory or voluntary**
- **What uses will be made of the information**
- **Consequences, if any, of failure to provide the information**



Reduction of SSN use within DoD



DODI 1000.30



Department of Defense INSTRUCTION

NUMBER 1000.30
August 1, 2012
USD(P&R)

SUBJECT: Reduction of Social Security Number (SSN) Use Within DoD

References: See Enclosure 1

1. PURPOSE. This Instruction:

- a. Establishes policy and assigns responsibilities for SSN use reduction in the Department of Defense in accordance with the authority in DoD Directive 5124.02 (Reference (a)).
- b. Establishes a DoD SSN Use Reduction Plan.
- c. Incorporates and cancels Directive-Type Memorandum 07-015 (Reference (b)).

2. APPLICABILITY. This Instruction:

- a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereinafter referred to collectively as the "DoD Components").
- b. Covers all uses of SSNs within the Department of Defense, in accordance with section 552a of title 5, United States Code (U.S.C.), as amended (also known and hereinafter referred to as "The Privacy Act" (Reference (c))).

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

- a. All DoD personnel shall reduce or eliminate the use of SSNs wherever possible.

➤ **Reduce or eliminate use of SSNs in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised**

➤ **Not used in spreadsheets, hard copy lists, electronic reports, or collected in surveys**



Transporting Privacy Information



By Mail or email

- **E-mails:** Encrypt when they contain personally identifying information (i.e., **SSN**)

- **Mail**
 - Never use messenger-type envelopes to send privacy sensitive data
 - Mark an envelope to the attention of an authorized recipient
 - Never indicate on the outer envelope that it contains privacy data
 - Double wrap using an inner and outer envelope if you deem it appropriate



Disposing of Personal Information



Shred

conventional shredding vs. pulverizing

Burn



We Pulverize!



If You Have Access to Personal Information



- **Protect it at all times**
- **Limit access to those individuals who have an official **need to know** inside the agency**
- **Password protect personal data placed on shared drives, the Internet or the Intranet**
- **Monitor your actions: If I do this, will I increase the risk of unauthorized access?**
- **Remember: **You** may be subject to civil and criminal penalties for violating the Privacy Act**



References



- 5 USC 552a – The Privacy Act of 1974
- AR 340-21 – The Army Privacy Act Program
- DOD Regulation 5400-11 – Department of Defense Privacy
- 32 Federal Register (CFR) Part 505 – The Army Privacy; Final Rule
- Office of Management and Budget (OMB) Circular A-130 – Required bi-annual training



Conclusion

