



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Civilian Employees, Contractors and other personnel within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI 45, Privacy Act Policy

1. Reference.

- a. 5 U.S.C. § 552a.
- b. AR 25-22, The Army Privacy Program, 12 Dec 16.
- c. DoD Regulation 5400.11-R, Privacy Program. 14 May 07.

2. USAG-HI is responsible for ensuring all privacy practices and procedures are followed. Privacy is everyone's responsibility. The Privacy Act promotes and safeguards personally identifiable information (PII) maintained by a system of records. It is the job of all USAG-HI military and civilian personnel to ensure collection, storage, use, maintenance, processing, dissemination, and disclosure of personal information adheres to statutory and regulatory compliance as contained in 5 U.S.C. § 552a.

3. This policy is applicable to all military, Civilian and contractor US Army personnel assigned to and/or under the operational control of the Garrison Commander.

4. Any Personally Identifiable Information (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).

5. All possible, suspected or actual breaches of PII must be reported within one hour of discovery. A privacy breach occurs when personal information is accessed without permission, resulting in the exposure or theft of data. A PII breach is a loss of control, compromise, unauthorized disclosure, acquisition or access to PII where persons other than the authorized users have access or potential access to PII.

6. Employees must collect the minimum amount of PII that is legally authorized and necessary to support operations.

7. The security and confidentiality of information and records, protection against possible threats or hazards and permitting access only to authorized persons must be ensured by all USAG-HI personnel. All records (paper and electronic) will be protected as prescribed in reference a and b above.

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8. Individuals who perceive an alleged violation or who want to file a complaint should contact the point of contact (POC) below.

9. This policy memorandum is effective immediately, and remains in effect until rescinded or superseded in writing.

10. The POC for this policy is the USAG-HI Privacy Act Officer at 655-5033.

THOMAS J. BARRETT
COL, AV
Commanding

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