



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGH-A

11 June 2021

MEMORANDUM FOR US Army Garrison Stuttgart Personnel

SUBJECT: USAG Stuttgart Command Policy Letter #35, Privacy Act Policy

1. We are responsible for ensuring our 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 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. This policy is applicable to all military, Civilian and contractor U.S. Army personnel assigned to and/or under the operational control of the Commander, USAG Stuttgart.
3. Any PII collection through a third-party platform requires a deliberate risk assessment assessing the impact of unlawful disclosure. PII collection must also be coordinated with the Privacy Office for approval prior to use or if currently being used to ensure compliance with the Department of the Army (DA) risk framework. Additional requirements may include Privacy Impact Assessment (PIA), Privacy Policy or Notice, Privacy Act Statement, and System of Records Notice (SORN). The USAG Stuttgart Commander determines acceptance of risk based on DA risk framework and mission requirements.
4. All possible, suspected or actual breaches must be reported within one hour of discovery.
5. Employees must collect the minimum amount of PII that is legally authorized and necessary to support operations.
6. 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 Regulation 5400.11-R (DOD Privacy Program) and AR 25-22 (The Army Privacy Program).
7. Individuals who perceive an alleged violation or who want to file a complaint should contact the point of contact (POC) below.

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8. The POC for this policy is Garrison Privacy Official DSN: 596-2874 and email: jay.r.schuneman.civ@mail.mil.

A handwritten signature in black ink, appearing to read 'MATTHEW T. ZIGLAR', with a long horizontal flourish extending to the right.

MATTHEW T. ZIGLAR
COL, CA
Commanding