

## 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 Regulation 340-21, The Department of the Army Privacy Act Program  
 FORSCOM Supplement to AR 340-21, The Department of the Army Privacy Act Program  
 DA Pam 25-51, Army Privacy Program System Notices and Exemption Rules

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?

Financial and credit data	Medical data	Security clearance level
Leave balance	Social Security Number	Mother's maiden name
Types of leave used	Birthdate	Other names used
Home address	Personal telephone number	Personal web addresses
Drug test results	Rehabilitation participation	Family data
Race	National origin	Performance ratings

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

Full Name*	Official Duty Telephone*	Present/Past Duty Stations*
Finalized Future Duty Stations*	Rank & Date of Rank*	Source of Commission
Promotion Sequence No.	Military Award/Decorations	Military Schools*
Advanced Degrees	Duties & Position Descriptions*	Gross Pay*
Annual Salary	Positions Title, Grade, Series	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 individual's 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? Report lost, stolen or compromised Personally Identifiable Information (PII) to Command Privacy Act Officer and DA Privacy Office through the U.S. Army Privacy Incident Report at [www.rmda.army.mil](http://www.rmda.army.mil).

Where can I learn more about the FORSCOM Privacy Act Program? Contact the FC Privacy Act Officer at 404-464-6238, DSN: 367-6238 and <https://portal.forscom.army.mil/FCOS-DocMgmt>

**YOUR PRIVACY ACT OFFICER IS:** Steve Korman **EXT: 2-5456**

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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.**