

# ***HQ U.S. Air Force Academy***

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*Integrity - Service - Excellence*



## **NEWCOMERS PRIVACY ACT BRIEFING 5 U.S.C. 552a**

**USAFA PRIVACY OFFICE**

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# Purpose

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- **To regulate the collection, maintenance, use, and dissemination of personal information held by the Executive Branch of Government.**
    - **Been in effect since 27 Sep 1975.**
    - **Known as Public Law 93-579.**
    - **Codified as 5 U.S.C. 552a; FOIA is codified as 5 U.S.C. 552.**



# Applicability

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- **Executive Branch – Does not pertain to Judicial or Legislative Branches, commercial enterprises, state or local government.**
- **US Citizens and those admitted for permanent legal residence. (Note: Non-US Citizens use the FOIA to seek access to records about themselves).**
- **Pertains to records identified in a Privacy Act system of records that is retrieved by an individual's name and/or personal identifier.**



# BASIC POLICY OBJECTIVES

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- **Restrict disclosure of personally identifiable records maintained by agencies.**
- **Grant individuals increased rights of access to agency records maintained on themselves.**
- **To grant individuals the right to seek amendment of records maintained on themselves upon showing that the records are not accurate, relevant, timely, or complete.**
- **To establish a Code of Fair Information Practices which requires agencies to comply with statutory norms for collection, maintenance, and dissemination of records.**



# Collecting Personal Information

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- **Directly solicit information from the individual.  
Why? ACCURACY!**
- **When directly soliciting personal information from an individual, you must provide them with a Privacy Act Statement (PAS).**



# Complaints/Violations/Breaches

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- **Privacy Complaint – Allegation that an agency or employee violated a specific provision of Privacy Act of 1974**
- **Privacy Violation – Occurs when an agency or individual knowingly or willfully fails to comply with provision of PA**
- **Breach – Actual or possible loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access where persons other than authorized users have access or potential access to PII**
- **PII - Information which can be used to distinguish or trace an individual's identity (name, SSN, biometric, home address etc).**



# Protecting

- **Protecting privacy information is the responsibility of every federal employee, military member, and contractor**
- **SSNs are personal and unique to each individual**
  - **The SSN in any form will be Protected as High Impact PII and marked FOR OFFICIAL USE ONLY**
- **Any electronic devices which contain personal information which is removed from its protected workplaces, including those approved for routine processing, shall:**
  - **Use an AFVA 33-276, require certificate based authentication**
  - **Encrypt all data at rest, i.e., data that is contained on hard drives or other storage media within portable devices**
  - **Limit to people with need-to-know**

# Way to Protect Privacy



- **Consider privacy as new practices/procedures are adopted.**
- **Place in sealed envelope if hand carrying in paper format**
- **Destroy by any reasonable method that prevents loss, theft or compromise during and after destruction such as pulping, macerating, tearing, burning, shredding or otherwise completely destroying the media so that PII is both not readable and is beyond reconstruction**
- **If you have questions – ask your privacy monitor. Don't try to do it alone.**





# Final Thoughts

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- **Think privacy before you seek to establish new data collections, fax/email personal information.**
- **Consider Privacy as new practices/procedures are adopted.**
- **If you have questions – ask. Don't try to do it alone.**



# Questions/Comments

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**If you have questions or need assistance please contact your unit's privacy monitor or the USAF Academy Privacy Office at extensions 333-6231/6567 or email [USAF.A6O.Privacy@us.af.mil](mailto:USAF.A6O.Privacy@us.af.mil)**



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