

The Privacy Act in Daily Operations

BE PRIVACY CONSCIOUS—

- ❖ **NEVER** LEAVE PRIVATE INFORMATION OPEN TO VIEW.
- ❖ **NEVER** REQUIRE SOCIAL SECURITY OR HOME TELEPHONE NUMBERS OR ADDRESSES UNLESS IT IS REALLY NECESSARY.
- ❖ **NEVER** COLLECT PRIVATE INFORMATION WITHOUT PROVIDING THE RESPONDENT WITH A PRIVACY ACT ADVISORY STATEMENT.
- ❖ **ALWAYS** ENSURE THAT RECORDS RETRIEVED BY A PERSONAL IDENTIFIER, SUCH AS NAME OR SOCIAL SECURITY NUMBER, BEAR A PRIVACY ACT SYSTEMS NOTICE NUMBER ON THE FILE LABEL, AS SHOWN IN DA PAMPHLET 25-403. THE GUIDE TO RECORDKEEPING IN THE ARMY, FIGURE 3-10 AND AR 25-400-2, THE ARMY RECORDKEEPING INFORMATION MANAGEMENT SYSTEM (ARIMS), FIGURE 6-1..
- ❖ **ALWAYS** STORE PRIVATE RECORDS IN LOCKED CONTAINERS LOCATED IN A SEPARATE AREA ACCESSIBLE ONLY TO AUTHORIZED PERSONNEL; CHALLENGE UNAUTHORIZED ENTRY.
- ❖ **DOCUMENT** THE PRESENCE OF ANY UNAUTHORIZED PERSON IN THIS CONTROLLED AREA AND TAKE ACTION TO BRING ABOUT CORRECTIVE MEASURES.
- ❖ **ALWAYS** USE DA LABEL 87, “FOR OFFICIAL USE ONLY” (FOUO) OR USARC LABEL 1-R, “PERSONAL IN NATURE” (PIN) PROTECTIVE COVERSHEETS ON ALL PRIVATE RECORDS REMOVED FROM THE CONTROLLED AREA.
- ❖ **ALWAYS** SAFEGUARD PRIVATE INFORMATION SENT BY FAX BY ALERTING THE RECIPIENT AND PLACING “FOUO” OR “PIN” ON THE TRANSMISSION COVERSHEET. FOR E-MAIL, PLACE “FOUO” OR “PIN” IN THE TITLE. DO NOT LEAVE A FAX MACHINE BEFORE A RECEIPT THAT DUPLICATES AN ORIGINAL CONTAINING PRIVATE INFORMATION HAS PRINTED.
- ❖ **NEVER** DISCLOSE PRIVATE INFORMATION TO ANYONE WHOSE OFFICIAL RESPONSIBILITIES OR DUTIES DO NOT MAKE THIS INFORMATION NECESSARY
- ❖ **NEVER** DISCARD PRIVATE INFORMATION IN WASTE BASKETS, RECYCLING BINS, OR OUTDOOR REFUSE CONTAINERS BEFORE SHREDDING IT.
- ❖ **USE** ONLY ENVELOPES THAT FULLY CONCEAL CONTENTS TO MAIL PRIVATE INFORMATION.
- ❖ **IF ASKED** IN WRITING UNDER THE PROVISIONS OF THE FREEDOM OF INFORMATION ACT, YOU MAY DISCLOSE ONLY THE FOLLOWING: NAME, RANK, PAST AND PRESENT DUTY ASSIGNMENTS AND POSITION TITLES AND APPROVED FUTURE ASSIGNMENTS, GROSS CHART SALARY FOR THE RANK, DUTY ADDRESS AND TELEPHONE NUMBER, DATE OF RANK, SOURCE OF COMMISSION, LEVEL OF EDUCATION, PROMOTION SEQUENCE NUMBER, AND AWARDS AND DECORATIONS.
- ❖ **REPORT** ANY BREACH IN PRIVACY, VIOLATION OF THE PRIVACY ACT, OR REQUEST FOR PRIVATE INFORMATION TO YOUR PRIVACY COORDINATOR.