



(U) PRIV1001

Annual Privacy Awareness Training

Privacy Act Statements

If you are collecting two or more pieces of personal information directly from an individual, the Privacy Act (PA) requires that you provide the individual with a PA statement (PAS). PASs contain the legal authority to collect the information, what the information will be used for, effects for the individual if they don't provide the information, and any routine uses that apply to the information. It makes no difference how the information is collected—on a form, via email, or a web site—a PAS required. Please be advised, there is no generic PAS. A statement created for one type of information/use cannot be used for another. The General Counsel's Office (963-5047) is responsible for drafting PAS.

For PAS purposes, the combination of any two or more of the following is considered personal information: name, Social Security Number, age, birthdate, home address, home phone, and similar personal information. What is not considered personal information is: organizational designator, office address, office phone number, grade, job title, and similar work-related information.

If you have any questions about PAS or need help determining if you need a PAS, please contact the Privacy Advocate, via email to *DL Privacy_Advocate*.