



## Annual Privacy Awareness Training

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### Record Requests: Accessing & Amending Privacy Act Records

The Privacy Act (PA) is an access statute that allows individuals access to PA records. The PA defines a record as any item, collection, or grouping of information about an individual that is maintained by name or personal identifier. A personal identifier must be something that is unique to the individual. The most commonly used identifier is a Social Security Number. Please be aware, not all personal records are considered PA records. Items like promotion score sheets and tape recordings of polygraph interviews are not filed by name or personal identifier and, therefore, are not PA records.

The PA allows an individual to go directly to the record holder and request to view his/her records. Only those individuals who hold a current clearance and have access to NSA spaces will be allowed to view records. A PA information request form (Form O1869, available in form flow) must be filled out and sent to the record holder. Once the record holder receives the completed form, the individual will be contacted and an appointment will be made to view the records. The following information will be withheld from viewing: confidential source information, personal information about other individuals, information not originated by the record holder (information originated by other NSA offices or other federal agencies). Please be advised, records maintained by the Office of the Inspector General and the Office of General Counsel are exempt from review. Individuals wishing access to those records must submit a written request as described below.

### How to Request Copies of PA Records

To request copies of PA records, a written request should be submitted to DJ4 (or form O1869). Requests should contain:

- The requester's name
- Social Security Number
- Organization
- Office or home phone
- Mailing address where the records are to be sent
- A description of the records being sought

Requests may be submitted through the U.S. Postal Service, faxed to 443-479-3612 (a signature is required on requests sent by these methods) or sent via external email as long as the email contains a digital signature. To submit an external request, go to:

<http://www.nsa.gov/foia/index>, and click on *Submit a Privacy Act Request*. Requests may also be submitted through internal email, with a digital signature, to *dj4\_privacy*. This would include

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any requests for a releasable copy of your employee, promotion, vacancy, or retirement profiles and/or your NCS transcript. When requesting a releasable copy of any profile or transcript, please be sure to attach a copy in your email.

### **Amendment Request**

The Privacy Act allows individuals to amend their records when they are not accurate, relevant, timely and complete. Only factual information will be amended. Since the amendment process is limited to correcting factual information, it may not be used to challenge the personal opinions of others, official judgments, such as performance ratings, promotion potential, and performance appraisals, as well as subjective judgments made by supervisors, which reflect his/her observations and evaluations.

Requests for amendments must be in writing, include the individual's name, Social Security Number, signature, and mailing address. The request should contain a description of the information under dispute, and evidence to support the amendment request. Attached to the request should be a copy of the record under dispute or the request should contain sufficient identifying particulars to permit timely retrieval of the affected record. The mailing address for the FOIA/PA office is:

National Security Agency  
ATTN: FOIA/PA Office (DJ4)  
9800 Savage Road STE 6248  
Ft George G. Meade, MD 20755-6248

Requests may also be sent internally to DJ4, STE 6248 or may be faxed to 443-479-3612 if unclassified.

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