

HOW TO ASK FOR PRIVACY ACT INFORMATION FROM FEDERAL GOVERNMENT EMPLOYEES

1. When using blank forms, you must always include a Privacy Act statement on the form. Below are the four items you must include in a Privacy Act statement to comply with the Law. Failure to include this data on a blank form that asks for PA information is a violation of **public law**.

- **Authority** – The Executive Order (ie., 10 USC 3012, etc.)
- **Purpose** – Why do you need the information
- **Routine Uses** – How are you going to use the information
- **Disclosure** – Is releasing the information voluntary or mandatory & what will happen if they do not provide the information

2. No one is required to provide Privacy Act data to another person. To do so is voluntary. For example

–

If you go to Circle K to buy gasoline, most people use a credit card, write a check, or pay in cash.

If you wish to write a check, Circle K requires certain information. This certain information includes Privacy Act information. Do you have to provide it? **No**. However, if you have already pumped the gasoline, you are in a catch 22. If you don't have the cash or a credit card to use, you may have to pay using a check therefore releasing your PA information to them.

3. Within the Federal government, we have to inform you before you pump the gasoline what Privacy Act information we will need if you wish to pay by check.

4. If someone hands you a blank form to fill out and it asks for Privacy Act information and it does not have a Privacy Act statement, let them know that one is required. **You are under no obligation to fill out**

the form. Make a copy of the blank form and send it to the Fort Sill Form Manager (DOIM IASB, Bldg 652, 442-6573). DOIM will work with the proponent of the form to have a Privacy Act statement added to it.