



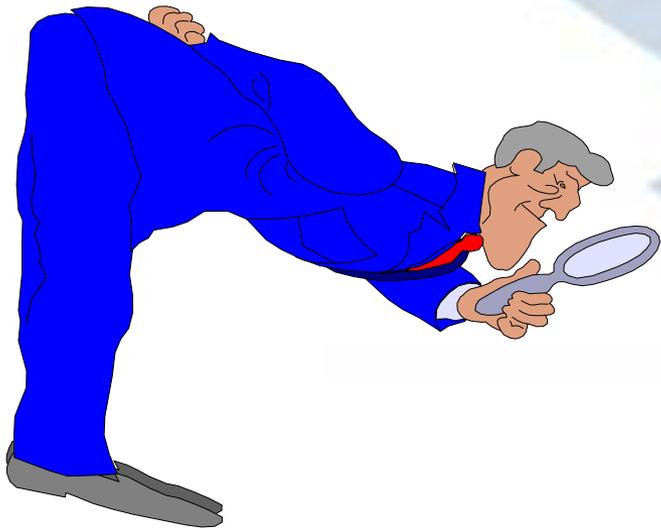
# Key Spouse Program

*“A Critical Readiness Program”*

*Connection ▪ Education ▪ Referral*



# Key Spouse Privacy Act Training



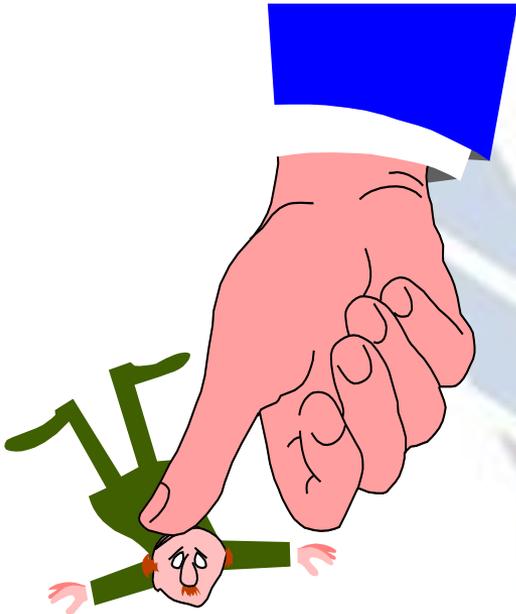


# Overview

- Privacy Act (PA) of 1974
- How Does the Privacy Act Relate to Key Spouses?
- Personally Identifiable Information (PII)
- Privacy Act Statement (PAS)
- Recall Rosters\Personnel Rosters
- Safeguarding\Disposing of PII
- Penalties for Mishandling PA/PII



# What is the Privacy Act?



The Privacy Act of 1974 was enacted to balance the Government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from federal agencies' collection, use, and disclosure of personal information about them.

## What Do You Need to Know?

- That systems of records are maintained with YOUR PERSONAL information
- As Key Spouses, know what you can and cannot release about someone else
- How to protect and properly destroy records containing Privacy Act data



## Key Spouses and The Privacy Act

- Key Spouses provide peer-to-peer support to Unit families and provide information and assistance to families during crisis. Personal/sensitive information about family situations must be protected
- The Key Spouse Program impacts mission readiness & retention by ensuring families have appropriate information & resources to meet their needs
- The Key Spouse is appointed, in writing, by the Squadron Commander
- In accordance with appointment, Key Spouses will receive personnel rosters containing “Need to Know” information for families within their Squadrons, which must be protected according to The Privacy Act of 1974



# What is Personally Identifiable Information?

Personally Identifiable Information is any information about an individual that can be used to distinguish or trace one's identity:

Name

SSN

Race

Photo

Marital Status

Home Address/Phone Number

Home of Record

Medical History

Education Level

Financial Transactions

Date and Place of Birth





## PRIVACY ACT STATEMENT (PAS)

When asking for Personal Information, a PAS MUST be provided:

- Verbally
- In writing, or
- A sign may be displayed with the PAS in the area where the information is routinely requested (CSS, MTF)

The PAS Contains FOUR Parts:

- AUTHORITY**: The federal statute or executive order that authorizes the collection of the information
- PRINCIPAL PURPOSE**: Why you're collecting the info & what you intend to do with it
- ROUTINE USE(S)**: How the information will be used outside of the DoD
- DISCLOSURE**: Whether disclosure is **mandatory or voluntary** & **the consequences for non-disclosure**



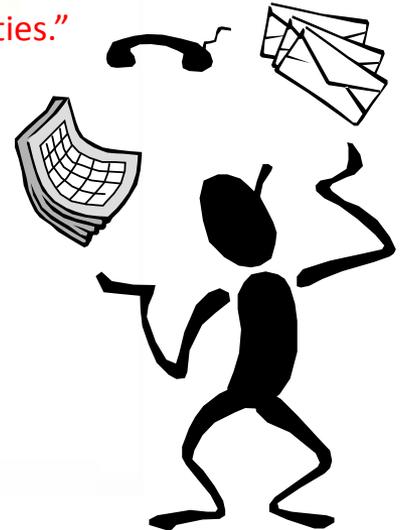
# Recall /Personnel Rosters

- Must be marked **“For Official Use Only (FOUO)”**
- Must Include the following statement:

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.”

## How Can You Safeguard PA/PII Data?

- Don't leave PA/PII info out in plain view
- Put it in a secure location when not in use (desk drawer)
- Limit access to those with a “Need to Know”
- Use a Privacy Act Cover Sheet (AF Form 3227)





# Safeguarding Privacy Act

- Use a Privacy Act Label or the Privacy Act Coversheet (AF Form 3227)

## AF FORM 3227

PRIVACY ACT COVER SHEET

PRIVACY

ACT

INFORMATION

THIS INFORMATION IS SUBJECT TO THE  
PRIVACY ACT OF 1974

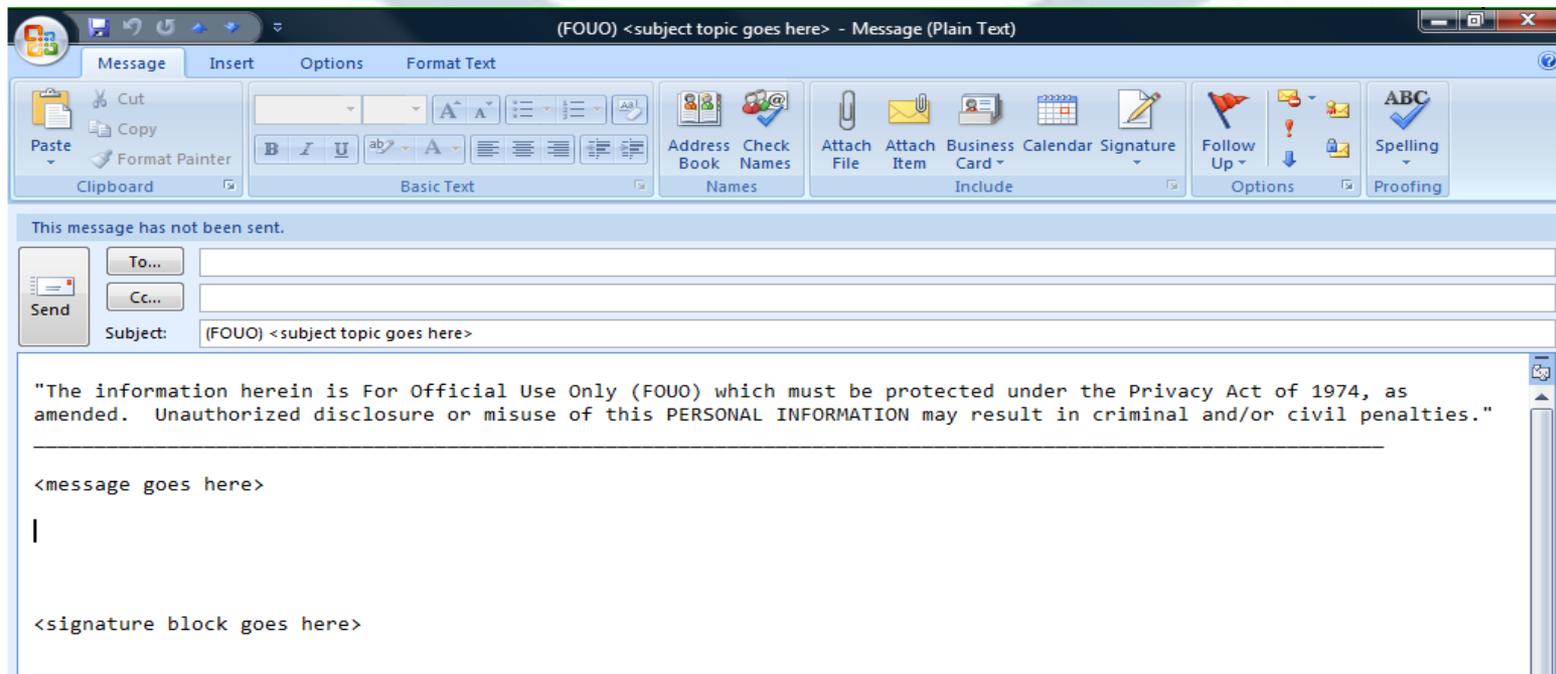
AF FORM NOV 84 3227

PERSONAL DATA  
PRIVACY ACT OF 1974  
AFVA 33-276, 1 AUG 00



# Transmitting Personal Information via E-mail

- Add “FOUO” to the beginning of the subject line, followed by the subject and apply the following PA statement at the **beginning** of the message: “The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.” “If the e-mail is forwarded, the same rules will still apply.”





# DISPOSING OF PERSONALLY IDENTIFIABLE INFORMATION

- Use any means that prevents compromise. A disposal method is considered adequate if it renders the information unrecognizable or beyond reconstruction.
- Disposal methods may include:
  - Burning / Melting
  - Chemical Decomposition
  - Pulping / Pulverizing
  - Shredding / Mutilation
  - Degaussing
  - Delete/Empty Recycle Bin



**DO NOT JUST THROW IT IN THE TRASH OR RECYCLE BIN**





## **Penalties for Mishandling PA/PII**

- An individual may file a civil suit against the Air Force for failing to comply with the Privacy Act of 1974 for:
- Disclosing information to someone not entitled to the information
- Obtaining someone else's records under false pretenses



Courts may find an individual offender guilty of a misdemeanor and fine that individual up to

**\$5,000**



## QUESTIONS??

- If you have any questions concerning the information in this training, please contact your Squadron Privacy Act Program Managers.

**Thank you for your time!**