

FISSA+ Privacy & Records Management

Module 2: Privacy Protection Key Concepts

1.	PII or privacy information broadly covers any information related to an individual person.
2.	When agencies maintain a system of records that contains information about individuals that is retrieved by personal identifiers, a system of records notice must be published in the Federal Register.
3.	Individuals have a right to access and correct agency records maintained on themselves in a Privacy Act system of records upon a showing that the records are not accurate, relevant, timely, or complete.
4.	The Department maintains regulations, Departmental Manual chapters, and other guidance on privacy protection. You must comply with any laws, regulations and policies that may apply to records you work with.
5.	Notify your supervisor, Bureau/Office Privacy Officer, IT Help Desk, or DOI CIRC IMMEDIATELY if you become aware of a suspected or confirmed privacy incident.
6.	Failure to properly safeguard PII has serious consequences for the Department and for you personally.
7.	Be vigilant whenever taking equipment or media such as a laptop, flash drive, or CD away from your desk or office.
8.	Consult with your supervisor or Bureau/Office Privacy Officer if you think there might be a Privacy Act system of records in your office not covered by a SORN.
9.	If records you are working with are covered by a SORN, ensure sharing of the information with third parties is in accordance with the "routine uses" listed in the SORN.
10.	Refer requests you may receive from an individual requesting agency records on himself or herself to your Bureau/Office FOIA Officer.
11.	Refer requests you may receive from an individual to correct their own Privacy Act record to your Bureau/Office Privacy Officer.
12.	Always be vigilant about protecting individual privacy, including what you say and write.
13.	Never e-mail sensitive PII such as Social Security numbers and credit card numbers outside the DOI environment unless it is encrypted; use an attended fax, mail, or hand-carry the information if you are unable to use encryption.