

## Appendix II

### How To Make A Privacy Act Request

An individual may: request notification as to whether an FTC system of records contains records retrieved using his or her personal identifier; request access to records in a system of records; and contest the accuracy or completeness of records.

Each of those actions may be initiated by the individual by mailing or delivering a written request that includes the individual's name, return address, and signature, addressed to:

Privacy Act Request  
Office of the General Counsel  
Federal Trade Commission  
600 Pennsylvania Avenue, NW.  
Washington, DC 20580

Note: Individuals are not required to follow these procedures for FTC systems that are designed to allow individuals to review, access or correct their system records online or through other means (e.g., National Do Not Call Registry system).

Contents of the written request. Where a written request is required, the request must specify the pertinent FTC system(s) of records, and include any additional information needed to locate the records. The individual's signature will be deemed a certification that he or she is the individual to whom the record pertains. The FTC may require additional verification of identity when reasonably necessary to assure that records are not improperly disclosed. The FTC will not require additional verification if the records about the individual are available to the public under the Freedom of Information Act (FOIA). More detailed information about how to make a Privacy Act request is contained in the section 4.13 of the FTC's Rules of Practice, 16 CFR 4.13, which may be viewed online at <http://ecfr.gpoaccess.gov/>.

Exempt systems. Some record systems are exempt from disclosure to the individual and from other requirements of the Privacy Act. See the system of records notice applicable to the records you are requesting if you want to know if that system is exempt. The FTC is not required to provide an individual access to any information compiled in reasonable anticipation of a civil action or proceeding. 5 U.S.C. 552a(d)(5).

Requests to correct or amend. A request to correct or amend your Privacy Act records must state the specific nature and reason for the request. The FTC does not delete or remove records in response to a request to correct or amend a Privacy Act record, including any records that have been publicly posted on the Internet (e.g., public comments). All FTC records, including public record documents, are retained and destroyed only in accordance with schedules and guidance issued or approved by the National Archives and Records Administration under the Federal Records Act and other applicable laws. If a Privacy Act request results in the correction or amendment of a record that has been posted on the FTC's public record, the FTC will correct or amend the public record accordingly without deleting or removing it.

Privacy Act records maintained by other Federal agencies. For records collected and maintained by other Federal agencies, please contact those agencies directly or visit their Web sites to obtain access.