

# Reclamation Manual

## Directives and Standards

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**Subject:** Privacy Act

**Purpose:** Provides directives for managing records covered by the Privacy Act in the Bureau of Reclamation. Must be used in conjunction with the Departmental Manual, 383 DM 1-13, in responding to Privacy Act issues.

**Authority:** 5 U.S.C. 552a, Privacy Act of 1974; 43 CFR Part 2, Subpart D, Privacy Act; 383 DM 1-13, Public Access to Records.

**Contact:** Directives and Paperwork Management Team, D-7924

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1. **Privacy Act.** The Privacy Act establishes special requirements for the creation, maintenance, and protection of records that contain information about individuals.
2. **Responsibilities of Reclamation's Privacy Act Officer.** Reclamation's Privacy Act Officer is located in the Directives and Paperwork Management Team. The Privacy Act Officer will:
  - A. Ensure compliance with all criteria of the Privacy Act;
  - B. Coordinate Reclamation-wide responses to requests for documents covered by the Privacy Act, and coordinate denials with the Office of the Solicitor;
  - C. Research unusual or complicated issues related to the Privacy Act;
  - D. Prepare and consolidate the Reclamation-wide biennial Privacy Act Report and other Departmental requests;
  - E. Provide assistance to Privacy Act Coordinators;
  - F. Interpret and disseminate Departmental guidelines/directives;
  - G. Prepare necessary documents to request creation of a new system of records; and
  - H. Investigate possible breaches of privacy.
3. **Responsibilities of Reclamation's Privacy Act Coordinators.** A Privacy Act Coordinator is designated for Washington/Denver and in each regional office. Privacy Act Coordinators will:
  - A. Ensure compliance with all criteria of the Privacy Act;

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- B. Respond to requests for documents covered by the Privacy Act, and coordinate denials with the Office of the Solicitor;
  - C. Provide training and guidance to program offices maintaining systems of records covered by the Privacy Act;
  - D. Investigate possible breaches of privacy; and
  - E. Provide input to the biennial Privacy Act Report and other reports as requested.
4. **Reporting Potential Breaches of Privacy.** All employees should report incidents of possible privacy breaches to the Privacy Act Officer or Coordinator. The Privacy Act Officer/Coordinator will investigate the complaint and document the conclusion and resolutions. All parties concerned will be provided copies of the documentation.
5. **Signatory Authority.** Directors in Washington, Denver, and the regional offices have the authority to sign Privacy Act responses and may, at their discretion, delegate the signatory authority for all Privacy Act responses to lower levels.