



Privacy Principles – USCIS/Verification

1. *Responsibility and Accountability*

All personnel, including federal employees and contractors, will be held accountable for handling personal information appropriately in accordance with their official duties.

2. *Awareness and Training*

All personnel, including federal employees and contractors, will be educated and trained regarding the proper treatment of personal information.

3. *Transparency*

Verification Division, USCIS will make its privacy policy and practices available to individuals, and provide accurate descriptions of Division activities to promote public understanding of the organization.

4. *Limiting Collection and Retention*

The collection and retention of personal information will be limited to that which is necessary for specified purposes.

5. *Notice*

Verification Division, USCIS will provide individuals notice specifying the purpose, use, and disclosure for which personal information is collected at or before the time of collection.

6. *Limiting Disclosure and Use*

Personal information will be disclosed only to authorized individuals with a need to know and only for uses that are consistent with specified purposes.

7. *Data Integrity*

Verification Division, USCIS will maintain the accuracy, completeness, and currency of personal information for its mission needs.

8. *Individual Access and Redress*

Verification Division, USCIS will ensure individuals have access to their personal information on record, and will provide a complaint and redress process.

9. *Security*

Personal information will be protected by administrative, technical, and physical safeguards commensurate with the sensitivity of the information.