

Privacy Reminders

5. **Privacy Act Statements.**

When an individual is requested to furnish their personal information for inclusion in a system of records, a Privacy Act statement is *required* regardless of the medium used to collect the information (paper or electronic forms, personal interviews, telephone interviews, or other methods). The Privacy Act statement enables the individual to make an informed decision whether to provide the information requested. Contact your [local Privacy Officer](#) for more information.

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