

# Privacy Act

**What is the Privacy Act?** A federal law which establishes safeguards for the protection of records that the federal government collects and maintains on United States citizens and aliens lawfully admitted for permanent residence. The purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from federal agencies' collection, maintenance, use, and disclosure of personal information about them.

**What is a Privacy Act Request?** A written request for records pertaining to an individual maintained in a PA Systems of Records, unless the record is subject to an exemption or the record is information compiled in reasonable anticipation of a civil action or proceeding.

**What is a Privacy Act System of Records?** A System of Records is a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifier assigned to the individual. The Privacy Act requires each agency to publish notice of its systems of records in the Federal Register. This notice is generally referred to as a system of records notice (SORN). The [Department of the Army Privacy Office](#) maintains the [Army System of Record Notice Listing](#).

**Where should a Privacy Act Request be submitted?** To the agency which maintains the System of Record where the information is stored. The [DA FOIA Initial Denial Authority and POC Listing](#) provides comprehensive list of Army Privacy Offices.

**How long does it take to process a Privacy Act request?** The initial response time is the same as a FOIA except request for amendments. The Privacy Act systems manager normally acknowledges receipt of request within 10 working days and provides a determination within 30 working days.

**What will be released in a Privacy Act Request?** If you are the subject of the file and the word "None" appears in the last entry in the systems notice entitled "Exemptions Claimed for the System," then the entire record will be released to you.

**Where should Privacy Act Violations within the U.S. Army be reported?** Report lost, stolen or compromised Personally Identifiable Information (PII) to the [DA Privacy Office](#).

## How to Submit a Privacy Act Request

- A request must be in writing and include full name and contact information.
- The request should be labeled "Privacy Act Request".
- The request must specify the Systems of Records and include an identifiable information assigned to recognize the individual within the system such as SSN or Date of Birth.
- The requestor must state a willingness to applicable fees.

- The requestor must provide proof of identity and include the statement, "I declare under penalty of perjury that I am (state full name) and the statements included in the document are true and correct."
- If the requestor is seeking records on another individual, a privacy act release notice must be provided.
- Submit with original signature by mail to the following:

**USAG Wiesbaden**

**Attn: IMWB-HRA(FOIA)**

**Unit 29623 Box 0003**

**APO AE 09005-9623**

If you are not satisfied with the response from the **USAG Wiesbaden Freedom of Information Act/ Privacy Act Office** contact the FOIA/PA Officer at 337-6122/7322