

Welcome to FWS basic training for The Privacy Act of 1974. Please choose the most correct answer. A score of 80% or 16 out of the 20 questions below are required to be considered 'passing'. Though no score will be kept, we hope you will go back and review the questions you missed. Questions are geared to give the reader the most basic information needed to understand and comply with the Privacy Act. (Estimated time to complete - 30 minutes).

### BASIC EMPLOYEE PRIVACY ACT TRAINING

**Question #1:** A Privacy Act record is a record that has the following qualities:

- a) It is arranged by individual personal identifier.
- b) It is retrieved by individual personal identifier.
- c) It contains personal information.
- d) All of the above.

**Question #2:** A Privacy Act record may be either paper or electronic in form.

- a) True
- b) False

**Question #3:** A personal identifier is something that is unique to the individual like a name, SS#, employee number, and/or fingerprint?

- a) True
- b) False

**Question #4:** You file a Privacy Act request if the records you seek are on yourself and are in a Privacy Act system of records.

- a) True
- b) False

**Question #5:** You file a FOIA request – if the records you seek are on someone else and are located within a Privacy Act system of records - or if you are seeking other agency records.

- a) True
- b) False

**Question # 6: Privacy Act records are only on individuals.**

- a) True
- b) False

**Question #7: Privacy Act systems may also contain records on businesses or ‘non-individuals’ – but only the records on individuals are subject to the Privacy Act.**

- a) True
- b) False

**Question #8: Privacy Act records should always be:**

- a) timely
- b) accurate
- c) relevant
- d) complete
- e) all of the above

**Question #9: Before you collect records that are considered Privacy Act records, you must have published a system of records notice (Federal Register notice) that describes the system, what individuals are subject to it, what information will be collected, the routine uses for that information, and information about access and amendment procedures related to the system.**

- a) True
- b) False

**Question #10: When designing an electronic system of records or substantially modifying an existing system of records, you should complete a Privacy Impact Assessment (PIA) and submit it for review and signature to the Privacy Act Officer.**

- a) True
- b) False

**Question #11: An electronic system that contains no personal information is not a Privacy Act system of records.**

- a) True
- b) False

**Question #12: Those who manage Privacy Act records should record all requests for access to the records, requests for any amendment to the records, and disclosures of the records - unless the records are exempt from this Privacy Act requirements.**

- a) True
- b) False

**Question #13: Privacy Act records may be seen or accessed only by those who have a 'need to know' – and as generally identified by the 'routine uses' section in the system of records notice (Federal Register notice) that is published about the system.**

- a) True
- b) False

**Question #14: The following are appropriate security safeguards must be in place to protect Privacy Act records:**

- a) locked rooms
- b) locked file cabinets
- c) placing computers that have Privacy Act records away from general traffic patterns where information might be viewed
- d) warning labels
- e) warning messages and appropriate statements at the access point to electronic Privacy Act systems
- f) password protections
- g) all of the above

**Question #15: Contractors may not work with Privacy Act records.**

- a) True
- b) False

**Question #16: You should be careful not to collect information related to an individual's first Amendment rights.**

- a) True
- b) False

**Question #17: First amendment rights include:**

- a) freedom of speech
- b) freedom of press
- c) freedom of assembly
- d) both 'a' and 'b'
- e) 'a', 'b', and 'c'

**Question #18: An individual should be granted access to his/her records upon the presentation of proper identification:**

- a) True – unless the system is exempt from access.
- b) False

**Question #19: An exempt system of records will state in the system of records notice (Federal Register notice) what parts of the Privacy Act the system is exempt from.**

- a) True
- b) False

**Question #20: You may be individually sued for violations of the Privacy Act; and the costs you incur may be equal to the amount of damage done to the individual by any violation of the Act - whether accidental or willful.**

- a) True
- b) False

Answers:

1)d, 2)a, 3)a, 4)a, 5)a, 6)a, 7)a, 8)e, 9)a, 10)a, 11)a, 12)a, 13)a, 14)g, 15)b, 16)a, 17)e, 18)a, 19)a, 20)a