



FORT NOVOSEL  
OUTREACH  
SERVICES  
VOLUNTEER

PRIVACY ACT



I understand that the Army policy concerning the privacy rights of individuals and the Army's responsibilities for compliance with operation requirements established by the Privacy Act are as follows:

- A. Protect, as required by the privacy Act of 1974 (5 USC 552a) as amended, the privacy of individuals from unwarranted intrusion. Individuals covered by this protection are living citizens of the United States and aliens lawfully admitted for permanent residence.
- B. Collect only the personal information about individuals that is legally authorized and necessary to support Army operations. Disclose this information only as authorized by the Privacy Act and the AR 340-21.
- C. Keep only personal information that is timely, accurate, complete, and relevant to the purpose for which it was collected.
- D. Safeguard personal information to prevent unauthorized use, access, disclosure, alteration, or destruction.
- E. Permit individuals to amend records about themselves contained in Army systems of records, which they can prove are factually in error, not up-to-date, not complete, or not relevant.
- F. Allow individuals to ask for an administrative review of decisions that deny them access to or their right to amend their records.
- G. Maintain only information about an individual that is relevant and necessary for Army purposes which are required to be accomplished by statute or executive order.
- H. Act on all requests promptly, accurately, and fairly.
- I. Do not give out staff member's home telephone numbers without their permission. You may take the caller's number and pass this information onto the staff member. The staff member can decide to return the call or not.

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Volunteer's Printed Name

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

Excerpts from Army Regulation 340-21 The Army Privacy Program, 5 July 1985, Chapter 1, Paragraph 5, Page 3.