

## **FAA Privacy Rules of Behavior Acknowledgment**

### **Instructions**

This Federal Aviation Administration (FAA) Privacy Rules of Behavior Acknowledgment (Acknowledgment) informs FAA personnel about the policies, practices, and procedures for handling and managing Personally Identifiable Information (PII).

All FAA employees and contractors are required to read and accept the Acknowledgment. Employees and contractors **must accept** the Acknowledgment to proceed to the next section of this course. **No credit** will be given until **all sections** are successfully completed.

## **FAA Privacy Rules of Behavior Acknowledgment 2**

### **What is Personally Identifiable Information (PII)?**

PII is any information about a human being, living or deceased, regardless of nationality, that is maintained by an agency and that permits identification of that individual to be reasonably inferred by either direct or indirect means (as in data mining), including, but not limited to: name, home address, Social Security Number, driver's license/state-issued identification number, date and place of birth, mother's maiden name, biometric records, education, financial transactions, medical information, non-work telephone numbers and criminal or employment history, etc., including any other personal information that is linked or linkable to an individual.

## **FAA Privacy Rules of Behavior Acknowledgment 3**

### **What is this Acknowledgment?**

This Acknowledgment describes the policy and procedures FAA personnel and contractors must follow when they access and use agency-held PII. When you read and electronically submit your signature as Acknowledgment, it means you understand and will follow the rules to protect PII.

## **FAA Privacy Rules of Behavior Acknowledgment 4**

### **What policies describe how you must protect Personally Identifiable Information?**

1. FAA Order 1280.1B, Protecting Personally Identifiable Information, and OMB M-07-16, Safeguarding and Responding to the Breach of Personally Identifiable Information, say that you must agree to:

- Not exceed your authorized access to PII
- Not disclose PII to unauthorized persons
- Report any known or suspected loss of control or unauthorized disclosures of PII
- Maintain security controls for which you are responsible and aware
- That supervisors must agree to adequately instruct, train, and supervise employees to properly access and use PII
- That supervisors agree to ensure all federal employees and contractors under their purview have read and signed this acknowledgment

### **FAA Privacy Rules of Behavior Acknowledgment 5**

2. The Standards of Ethical Conduct for Employees of the Executive Branch, Subpart I - Related Statutory Authorities, under the heading § 2635.902 Related Statutes, states that all Government employees must:
  - [Restrict disclosure] of certain sensitive Government information under the Freedom of Information Act and the Privacy Act (5 U.S.C. 552 and 552a)
  - [Prohibit the] disclosure of classified information (18 U.S.C. 798 & 50 U.S.C. 783(a))

### **FAA Privacy Rules of Behavior Acknowledgment 6**

3. The FAA Human Resources Policy Manual (HRPM) ER-4.1, Standards of Conduct, Section 4, states that all FAA employees must follow the guidance in "Safeguarding and Use of Information, Documents and Records," and:
  - Ensure the proper handling of Government records
  - Not release such information unless specifically authorized to do so, or as required, on a "need-to-know" basis, in the proper discharge of official duties
  - Not divulge any official information obtained through or in connection with their Government employment to any unauthorized person or organization
  - Not use, or permit others to use, any official information for private purposes that is not available to the general public
  - Not remove official documents or records from files for personal or inappropriate reasons. Falsification, concealment, mutilation or unauthorized removal of official documents or records, either hard copy or automated, is prohibited

- Not disclose any PII information or information contained in Privacy Act records, except as provided in FAA Order 1280.1B, Protecting Personally Identifiable Information, which implements the various laws, regulations and mandates related to Privacy within the FAA

## **FAA Privacy Rules of Behavior Acknowledgment 7**

### **What consequences might you experience if you do not follow these policies to protect PII?**

As with any disciplinary action, the particular facts and circumstances, including whether the breach was intentional, will be considered in taking appropriate action. Any action the FAA takes must be consistent with law, regulation, applicable case law, and any relevant collective bargaining agreement. Consequences will be in balance with the level of responsibility, type of PII involved, and in accordance with the HRP Table of Penalties.

## **FAA Privacy Rules of Behavior Acknowledgment 8**

The FAA may:

- Give you a written reprimand
- Suspend your system privileges
- Temporarily suspend you from duty
- Remove you from your current position
- Terminate your employment

Additionally, willful disclosure of PII may result in legal liability of the offender.

The minimum consequence the FAA will consider is the prompt removal of authority to access information or systems from individuals who demonstrate egregious disregard or a pattern of error in safeguarding PII.

## **FAA Privacy Rules of Behavior Acknowledgment 9**

### **Acknowledgement**

**I certify that I have read and understand the FAA's Privacy Rules of Behavior for protecting Personally Identifiable Information and the orders, directives and policies listed above. I**

**understand that violation of these policies and standards may also subject me to penalties under applicable regulations or federal laws.**

**Notice:** If you have questions, direct them to the Information Security and Privacy Service (AIS) at [privacy@faa.gov](mailto:privacy@faa.gov) or 1.888.PRIVAC1 (1.888.774.8221).