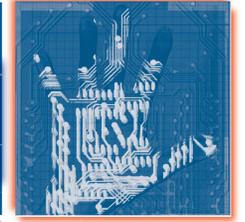


USAccess PIV Privacy Notice



1. What Federal directives and policies provide guidance regarding an individual's privacy information?

Privacy controls specified in the Privacy Act of 1974, E-Government Act of 2002, and OMB M-03-22 are as follows:

- Citizens can access and correct personal information the government maintains for those individuals, located in a system of records.
- Agencies must publish information on how they handle electronic information collected on individuals, and are accountable for their reasons and uses of private information.

2. What is the Personal Identity Verification (PIV) credential?

You are being issued a PIV credential that is one part of the USAccess program, a system for protecting federal buildings, computers, applications, and data. This is a secure and reliable credential based on your verified identity. If you have a Government badge, the PIV credential will replace your current badge.

3. What is the Authority for the PIV credential program?

Homeland Security Presidential Directive-12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors is the authority. The directive can be reviewed at: <http://csrc.nist.gov/policies/Presidential-Directive-Hspd-12.html>.

4. Why do I need a PIV credential?

Common to all federal agencies, the PIV credential is a way for you to prove that you are who you claim to be. PIV credentials are issued to reduce identity fraud, protect your privacy, save time, and improve security through a standardized process.

As part of this process, the U.S. Government conducts a background investigation (BI) on you to verify you are eligible to use the buildings, computers, applications, and data you need to do your job. Some of the information you provide for your BI, along with information from the office that hired you, is used to verify your identity, create a PIV credential for you, and create a record that you have been issued a credential.

5. What information is stored in the USAccess service about me?

We keep the following information in our records: your full name, facial photograph, two fingerprints, date of birth, home address, home phone number, the results of your background check, the approval signature of the person who registers you in the system, your PIV credential expiration date, the PIV credential serial number, and copies of the documents you used to verify your identity, such as your driver's license or passport.

6. What information is stored on the PIV credential?

The credential itself displays a printed picture of your face, your full name, agency, organization, credential expiration date, credential serial number, and an issuer identification number. The credential also stores a Personal Identification Number (PIN), a unique identifier for each individual, digital

certificates for functions such as authenticating the credential holder, providing digital signatures, and encrypting email, and two electronic fingerprint images.

7. How will my information be used?

Before the PIV process can collect new Personally Identifiable Information (PII), the GSA Managed Service Office (MSO) must compile a Privacy Impact Assessment (PIA). The PIA reports what information is to be collected, why the information is to be collected, the agency's intended use of the information, who will see the information, what notices or opportunities for consent will be provided, how the information will be shared, how the information will be secured, and whether a system of records is being created. This has been accomplished and the PIA is available through your agency HSPD-12 Point of Contact (POV).

Your agency, and possibly other agencies, will use the information on the PIV credential and may use some of the stored information about you when you access federal facilities, computers, applications, or data to prove your identity and your right of access. This information will be kept as long as you have a valid PIV credential. Use of the credential is limited to that identified by the Government guidelines and to that identified in the Privacy Act system of records notice (SORN) that cover each system for the PIV credential process.

8. Who will see my information?

Information about you that we collect and store to issue you a PIV credential may be given without your consent as permitted by the Privacy Act of 1974 (5 U.S.C. § 552a(b)) to the appropriate Government organization if your records show a violation or potential violation of law; to the Department of Justice, a court, or other decision-maker when the records are relevant and necessary to a law suit; to a Member of Congress or to Congressional staff at your written request; to the Office of Management and Budget to evaluate private relief legislation; to agency contractors, grantees, or volunteers, who need access to the records to do agency work and who have agreed to comply with the Privacy Act; to the National Archives and Records Administration for records management inspections; and to other federal agencies to notify them when your card is no longer valid.

9. What happens if I don't want a USAccess credential?

Currently there is no legal requirement to use a PIV credential. However, if you do not give us the information we need, we may not be able to create your record and complete your identity check, or complete it in a timely manner. If you do not have a PIV credential, you will be treated as a visitor when you enter a federal building. You will not have access to certain federal resources. If using a PIV credential is a condition of your job, not providing the information will affect your placement or employment prospects.

10. Where can I get more information about how my information is used?

If you have questions or concerns about the use of your information, you may contact your organization's HSPD-12 Coordinator or Privacy Act official. Privacy questions or complaints can be also directed to the Agency or MSO Security Officer.