

## Privacy Reminders

### 2. DoD Privacy Rules of Conduct.

**DoD Personnel:** Under the DoD Privacy Program ([DoDD 5400.11](#)), DoD personnel are required to conduct themselves consistent with DoD Privacy Rules of Conduct. These rules state DoD personnel shall:

- (1) Take actions to ensure that any personal information of which they have access to and are using to conduct official business, shall be protected so that the security and confidentiality of the information shall be preserved; and
- (2) Not disclose any personal information except as authorized by the DoD Privacy Program, or other applicable laws or regulations. Personnel willfully making disclosures when knowing that disclosure is prohibited are subject to possible criminal penalties and/or administrative sanctions.
- (3) Report any unauthorized disclosures of personal information or the maintenance of personal information not authorized by the DoD Privacy Program.

**DLA Privacy Act System Managers:** A Privacy Act “System Manager” is defined as the DLA official responsible for the operation and management of a Privacy Act system of records. As a System Manager, you would:

- (1) Ensure that all personnel who either will have access to the system of records, or who will develop or supervise procedures for handling records in the system of records, shall be aware of their responsibilities and are properly trained to safeguard personal information being collected and maintained.
- (2) Prepare promptly any required new, amended, or altered system of record notices, with the assistance of the DLA HQ Privacy Act Office, for publication in the Federal Register.
- (3) Not maintain any official files on individuals, which are retrieved by name or other personal identifier, without first ensuring that a notice for the system of records has been published in the Federal Register. Criminal penalties and/or administrative sanctions exists for willfully maintaining a system of records without meeting the publication requirements of the Privacy Act of 1974, as implemented in DoD Directive 5400.11 and DoD 5400.11-R, DoD Privacy Program.

For more information about the Privacy Rules of Conduct, contact your [local Privacy Office](#).

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