

Privacy Reminders

4. Collecting and Maintaining Personal Information / PII.

Before you begin to design systems, forms, and/or surveys used to gather and store personal information / personally identifiable information (PII), consult with your [local Privacy Office](#). The Privacy Act of 1974, has requirements regarding, and therefore impacts what data elements you may collect and store, how the data is safeguarded, and who may be granted access to the data. Non- compliance carries both criminal and civil penalties. Additional information is available in the training modules located on the DLA Privacy Act [Training web page](#).

<Return to [Reminders Table](#)>