AUTHENTICATED
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INFORMATION
GPO

Please refer to the Privacy and Security Notice that describes why this information is collected and how it will be used."

Subpart M—Training

§ 806b.52 Who needs training.

The Privacy Act requires training for all persons involved in the design, development, operation and maintenance of any system of records. More specialized training is needed for personnel who may be expected to deal with the news media or the public, personnel specialists, finance officers, information managers, supervisors, and individuals working with medical and security records. Commanders will ensure that above personnel are trained annually in the principles and requirements of the Privacy Act.

§ 806b.53 Training tools.

Helpful resources include:

(a) The Air Force Freedom of Information Act Web page which includes a Privacy Overview, Privacy Act training slides, the Air Force systems of records notices, and links to the Defense Privacy Board Advisory Opinions, the DoD and Department of Justice Privacy web pages. Go to *http://www.foia.af.mil*. Click on "Resources."

(b) "The Privacy Act of 1974," a 32-minute film developed by the Defense Privacy Office. Contact the Joint Visual Information Activity at DSN 795–6543/7283 or commercial (717) 895–6543/7283, and ask for #504432 "The Privacy Act of 1974."

(c) A Manager's Overview, What You Need to Know About the Privacy Act. This overview gives you Privacy Act 101 and is available on-line at *http://www.foia.af.mil*.

(d) Training slides for use by the Major Command and base Privacy Act officers, available from the Freedom of Information Act web page at *http://www.foia.af.mil*, under "Resources."

NOTE: Formal school training groups that develop or modify blocks of instruction must send the material to Air Force Chief Information Officer/P for coordination.

§ 806b.54 Information collections, records, and forms or information management tools (IMT).

(a) Information Collections. No information collections are required by this publication.

(b) Records. Retain and dispose of Privacy Act records according to Air Force Manual 37–139, Records Disposition Schedule.[12]

(c) Forms or Information Management Tools (Adopted and Prescribed).

(1) Adopted Forms or Information Management Tools. Air Force Form 624, Base/Unit Locator and PSC Directory, and AF Form 847, Recommendation for Change of Publication.

(2) Prescribed Forms or Information Management Tools. AF Form 3227, Privacy Act Cover Sheet, Air Force Form 771, Accounting of Disclosures, and Air Force Visual Aid 33–276.

APPENDIX A TO PART 806b—DEFINITIONS

Access: Allowing individuals to review or receive copies of their records.

Amendment: The process of adding, deleting, or changing information in a system of records to make the data accurate, relevant, timely, or complete.

Computer matching: A computerized comparison of two or more automated systems of records or a system of records with non-Federal records to establish or verify eligibility for payments under Federal benefit programs or to recover delinquent debts for these programs.

Confidential source: A person or organization giving information under an express or implied promise of confidentiality made before September 27, 1975.

Confidentiality: An expressed and recorded promise to withhold the identity of a source or the information provided by a source. The Air Force promises confidentiality only when the information goes into a system with an approved exemption for protecting the identity of confidential sources.

Cookie: Data created by a Web server that is stored on a user's computer either temporarily for that session only or permanently on the hard disk (persistent cookie). It provides a way for the Web site to identify users and keep track of their preferences. It is commonly used to "maintain the state" of the session. A third-party cookie either originates on or is sent to a Web site different from the one you are currently viewing.

[12] *http://www.e-publishing.af.mil/pubfiles/af/37/afman37-139/afman37-139.pdf*.