

### § 10.3

by an agency of the United States Government. It also places certain restrictions on the disclosure of records containing information about an individual to other persons. The rest of the rules in this part:

(a) Explain how you may request access to or amendment of records about yourself that are maintained by the Panama Canal Commission (referred to in this part as “the Commission” or “the agency”);

(b) Explain the conditions under which the Commission may disclose information about an individual to others without the individual’s consent; and

(c) List the systems of records maintained by the Commission which are exempt from certain provisions of the Privacy Act, including the provisions for access and amendment.

#### § 10.3 Definitions.

(a) All terms used in this part which are defined in the Privacy Act (5 U.S.C. 552a(a)) shall have the same meanings as they do in that Act.

(b) *Agency Records Officer* means the Chief, Administrative Services Division, Panama Canal Commission.

(c) *Director of Executive Administration* means the Director, Office of Executive Administration of the Panama Canal Commission.

(d) *System manager* means the official designated in the most recent Notice of Systems of Records published in the FEDERAL REGISTER, as having responsibility for a given system of records.

[44 FR 75312, Dec. 19, 1979, as amended at 46 FR 48659, Oct. 2, 1981]

#### § 10.4 When this part applies.

(a) This part applies only to information about individuals that is maintained by the Panama Canal Commission in a system of records which has been described in a notice published in the FEDERAL REGISTER. This means that these regulations apply only to information about an individual that can be retrieved from a group of records by the individual’s name or other personal identifier (such as an employee identification number).

(b) Where another agency (such as the Office of Personnel Management) has published a notice describing a sys-

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tem of records that is partially under the control of the Panama Canal Commission, the Privacy Act regulations of that agency take precedence over the regulations in this part.

#### § 10.5 How to make a Privacy Act request.

(a) You may find it helpful to review the descriptions of Commission systems of records, as published in the FEDERAL REGISTER, before you make a request. You may review these in the annual compilation of “Privacy Act Issuances,” available at libraries, or, upon request, at the Records Management Branch, Administration Building, Balboa Heights, Republic of Panama.

(b) To find out whether a particular system of records contains information about you, or to request access to records about yourself, you must:

(1) Write or visit the system manager or the Agency Records Officer. The title and address of the system manager are given in the Notice of System of Records published in the FEDERAL REGISTER. The office of the Agency Records Officer is located in the Administration Building, Balboa Heights, Republic of Panama, and that official’s mailing address is: Panama Canal Commission, Agency Records Officer, Unit 2300, APO AA 34011-2300 (or Balboa, Republic of Panama).

(2) Reasonably identify the system of records or the type of information, or records, you are interested in. Be as specific as you can. If you do not know which system of records is involved, it will be helpful if you identify the office where you believe the records may be located.

(3) Adequately identify yourself in accordance with the requirements contained in § 10.6 of this part.

(c) If you make your request in writing, state in your letter that you are making a request under the Privacy Act and clearly mark the envelope with the words “Privacy Act Request.” A request under 5 U.S.C. 552a which is not properly addressed and is not marked in this way shall not be considered to have been received by the agency until it has actually been received