

(h) *The (k)(7) exemption.* Applies to evaluation material used to determine potential for promotion in the Military Services, but only to the extent that the disclosure of such material would reveal the identity of a confidential source.

### Subpart L—Disclosing Records to Third Parties

#### § 806b.41 Disclosure considerations.

The Privacy Act requires the written consent of the subject before releasing personal information to third parties, unless one of the 12 exceptions of the Privacy Act applies (see § 806b.47). Use this checklist before releasing personal information to third parties: Make sure it is authorized under the Privacy Act; consider the consequences; and check the accuracy of the information. You can release personal information to third parties when the subject agrees in writing. Air Force members consent to releasing their home telephone number and address when they sign and check the “Do Consent” block on the AF Form 624, Base/Unit Locator and Postal Service Center Directory<sup>7</sup>(see Air Force Instruction 33-329, *Base and Unit Personnel Locators*<sup>8</sup>).

#### § 806b.42 Social rosters.

Before including personal information such as spouses names, home addresses, home phones, and similar information on social rosters or directories that are shared with groups of individuals, ask for signed consent statements. Otherwise, do not include the information. Consent statements must give the individual a choice to consent or not consent, and clearly tell the individual what information is being solicited, the purpose, to whom you plan to disclose the information, and that consent is voluntary. Maintain the signed statements until no longer needed.

<sup>7</sup> <http://www.e-publishing.af.mil/formfiles/af/af624/af624.xfd>

<sup>8</sup> <http://www.e-publishing.af.mil/pubfiles/af/33/afi33-329/afi33-329.pdf>.

#### § 806b.43 Placing personal information on shared drives.

Personal information should never be placed on shared drives for access by groups of individuals unless each person has an official need to know the information to perform their job. Add appropriate access controls to ensure access by only authorized individuals. Recall rosters are FOUO because they contain personal information and should be shared with small groups at the lowest levels for official purposes to reduce the number of people with access to such personal information. Commanders and supervisors should give consideration to those individuals with unlisted phone numbers, who do not want their number included on the office recall roster. In those instances, disclosure to the Commander or immediate supervisor, or deputy, should normally be sufficient.

#### § 806b.44 Personal information that requires protection.

Following are some examples of information that is not releasable without the written consent of the subject. This list is not all-inclusive.

- (a) Marital status (single, divorced, widowed, separated).
- (b) Number, name, and sex of dependents.
- (c) Civilian educational degrees and major areas of study (unless the request for the information relates to the professional qualifications for Federal employment).
- (d) School and year of graduation.
- (e) Home of record.
- (f) Home address and phone.
- (g) Age and date of birth (year).
- (h) Present or future assignments for overseas or for routinely deployable or sensitive units.
- (i) Office and unit address and duty phone for overseas or for routinely deployable or sensitive units.
- (j) Race/ethnic origin.
- (k) Educational level (unless the request for the information relates to the professional qualifications for Federal employment).
- (l) Social Security Number.

#### § 806b.45 Releasable information.

Following are examples of information normally releasable to the public