

(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 Directory⁷(see Air Force Instruction 33-329, *Base and Unit Personnel Locators*⁸).

§ 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.

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

⁸ <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

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without the written consent of the subject. This list is not all-inclusive.

- (a) Name.
- (b) Rank.
- (c) Grade.
- (d) Air Force specialty code.
- (e) Pay (including base pay, special pay, all allowances except Basic Allowance for Quarters and Variable Housing Allowance).
- (f) Gross salary for civilians.
- (g) Past duty assignments, unless sensitive or classified.
- (h) Present and future approved and announced stateside assignments.
- (i) Position title.
- (j) Office, unit address, and duty phone number (Continental United States (CONUS) only).
- (k) Date of rank.
- (l) Entered on active duty date.
- (m) Pay date.
- (n) Source of commission.
- (o) Professional military education.
- (p) Promotion sequence number.
- (q) Military awards and decorations.
- (r) Duty status of active, retired, or reserve.
- (s) Active duty official attendance at technical, scientific, or professional meetings.
- (t) Biographies and photos of key personnel.
- (u) Date of retirement, separation.

§ 806b.46 Disclosing other information.

Use these guidelines to decide whether to release information:

- (a) Would the subject have a reasonable expectation of privacy in the information requested?
- (b) Would disclosing the information benefit the general public? The Air Force considers information as meeting the public interest standard if it reveals anything regarding the operations or activities of the agency, or performance of its statutory duties.
- (c) Balance the public interest against the individual's probable loss of privacy. Do *not* consider the requester's purpose, circumstances, or proposed use.

§ 806b.47 Rules for releasing Privacy Act information without consent of the subject.

The Privacy Act prohibits disclosing personal information to anyone other

than the subject of the record without his or her written consent. There are twelve exceptions to the "no disclosure without consent" rule. Those exceptions permit release of personal information without the individual's consent only in the following instances:

(a) *Exception 1.* DoD employees who have a need to know the information in the performance of their official duties.

(b) *Exception 2.* In response to a Freedom of Information Act request for information contained in a system of records about an individual and the Freedom of Information Act requires release of the information.

(c) *Exception 3.* To agencies outside DoD only for a Routine Use published in the FEDERAL REGISTER. The purpose of the disclosure must be compatible with the intended purpose of collecting and maintaining the record. When initially collecting the information from the subject, the Routine Uses block in the Privacy Act Statement must name the agencies and reason.

NOTE TO PARAGRAPH (C): In addition to the Routine Uses established by the Department of the Air Force within each system of records, the DoD has established "Blanket Routine Uses" that apply to all record systems maintained by the Department of the Air Force. These "Blanket Routine Uses" have been published only once at the beginning of the Department of the Air Force's FEDERAL REGISTER compilation of record systems notices in the interest of simplicity, economy and to avoid redundancy. Unless a system notice specifically excludes a system of records from a "Blanket Routine Use," all "Blanket Routine Uses" apply to that system (see appendix C to this part).

(d) *Exception 4.* The Bureau of the Census to plan or carry out a census or survey under Title 13, U.S.C. Section 8.

(e) *Exception 5.* A recipient for statistical research or reporting. The recipient must give advanced written assurance that the information is for statistical purposes only.

NOTE: No one may use any part of the record to decide on individuals' rights, benefits, or entitlements. You must release records in a format that makes it impossible to identify the real subjects.

(f) *Exception 6.* The National Archives and Records Administration to evaluate records for permanent retention. Records stored in Federal Records Centers remain under Air Force control.