



Privacy Act Code of Fair Information Principles

In order to assure that any personal information submitted to the U.S. Forest Service is properly protected, the agency has devised principles to be applied when handling personal information. This is referred to as the “Code of Fair Information Principles.”

Any U.S. Forest Service employee or contractor who handles the personal information of others must abide by the 10 principles set forth by the Code as follows:

- 1) When the U.S. Forest Service collects personal data, we will inform the public of the intended uses of the data, the disclosures that will be made, the authorities for the collection, and whether the collection is mandatory or voluntary. We will collect no data subject to the Privacy Act unless a Privacy Act System of Record Notice has been published in the Federal Register.
- 2) Unless the U.S. Forest Service has claimed an exemption from the Privacy Act, we will, upon request, grant an individual access to records; provide the individual a list of disclosures made outside the Agency; and make corrections to the individual’s file, once shown to be in error.
- 3) The U.S. Forest Service will collect only those personal data elements required to fulfill an official function or mission grounded in law. Those collections are conducted by lawful and fair means.
- 4) The U.S. Forest Service will retain an individual’s personal information only as long as necessary to fulfill the purposes for which it is collected. Records will be destroyed in accordance with established U.S. Forest Service records management schedules.
- 5) The U.S. Forest Service will maintain only accurate, relevant, timely, and complete data about the public.
- 6) The U.S. Forest Service will use an individual’s personal data only for lawful purposes. Access to the individual’s data will be limited to U.S. Forest Service employees and contractors with an official need for access.
- 7) U.S. Forest Service employees and contractors will safeguard the public’s personal data to ensure that all disclosures are made with an individual’s written permission or are made in strict accordance with the Privacy Act.
- 8) The public’s personal data is protected by appropriate safeguards to ensure security and confidentiality. Electronic systems will be periodically reviewed for compliance with the

security principles of the Privacy Act, the Computer Security Act, and related statutes. Electronic collections will be accomplished in a safe and secure manner.

- 9) U.S. Forest Service employees and contractors are subject to civil and criminal penalties for certain breaches of Privacy. The U.S. Forest Service is diligent in sanctioning individuals who violate Privacy rules.
- 10) The public may challenge the U.S. Forest Service if an individual believes the agency has failed to comply with these principles, the Privacy Act, or the rules of a system of records notice. Challenges may be addressed to the person accountable for compliance with this Code, to the U.S. Forest Service Privacy Act Officer, or the U.S. Forest Service Freedom of Information Act (FOIA) Officer at:

Mailing Address:

USDA FS, FOIA Service Center
1400 Independence Avenue, SW
Mail Stop: 1143
Washington, DC 20250-1143

FEDEX Address

USDA Forest Service FOIA Service Center
ORMS/RIS
201 14th Street, SW
1st Floor, SW Wing
Washington, DC 20250

Your correspondence may also be sent via fax or email:

Fax your request to: (202) 260-3245

Email your correspondence to: wo_foia@fs.fed.us

Main Number: (202) 205-1542