



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 100TH AIR REFUELING WING (USAF)
ROYAL AIR FORCE MILDENHALL, ENGLAND**

17 September 2018

FROM: 100 FSS/FSCA

SUBJECT: Important Privacy Notice Information for Child Development Center and Youth Program Employees

1. As your employer, the United States Air Force (USAF), a US Government Agency, is subject to the Privacy Act of 1974. All US Government systems where data is retrieved by a personal identifier of a US Citizen or permanent resident are managed in accordance with those protections and notification requirements. As a matter of efficiency, Local National Direct Hires' (LNDH) personal information is entered into the same US Government applications and is protected in the same manner.
2. Each USAF Privacy Act protected system needs to keep and process information about you as part of a particular USAF program authorized by a specific statute or regulation including, but not limited to: recruitment, appointment and assignment, administration, pay and employee benefits, evaluations, recognition, disciplinary and grievance purposes, training and development. Your information may also be used to check you are legally entitled to work in the UK, provide you with any necessary security clearances you need to work on US information systems and to gain access to USAF bases in the UK. In addition, many specific USAF base organizations also maintain Privacy Act protected systems to administer their programs.
3. Because you are to be working with children, Department of Defense I 1402.05 requires that Local National employees of USAF must be subject to "...appropriate host-government checks" and that the USAF should accept such checks if they are comparable to those required under US law, specifically Title 42, USC 13041. In the UK, the check that is deemed comparable is a check undertaken by the UK Disclosure and Baring Service (DBS). This type of check is carried out by any employer in the UK when recruiting employees or volunteers to work with children or vulnerable adults on a regular basis.
4. The Civilian Personnel Office at USAFE 100 FSS, located at RAF Mildenhall, Suffolk, UK, has engaged Sterling Talent Solutions ("Sterling") to conduct background screening services before and during your employment or volunteering with the United States Air Force (USAF). You can find full information regarding how Sterling handles and protects your information and how to contact them at: www.sterlingtalentsolutions.co.uk. Sterling may share your information with third parties to validate its accuracy and to obtain the information it requires to carry out its checks for the USAF. Sterling stores personal information in the United States, Canada and Ireland. Sterling processes personal information in the United States, Canada, the United Kingdom, India and the Philippines.
5. The Privacy Act requires that for each system of records there be created and published a System of Records Notice (SORN) in the US Federal Register for public comment, which will then be published on the Defense Privacy, Civil Liberties and Transparency Division's website: <http://dpcl.d.defense.gov/Privacy/SORNS>. This website lists all SORNs used by the Department

of Defense. Each SORN contains details of the authority for the collection of the information, what information will be collected, and to whom (outside of the statutory exceptions) it can be released. In addition, it will also contain the length of time the records will be retained.

6. The USAF maintains all records in accordance with the Federal Records Act of 1950. Each SORN will contain the specific records disposition schedule for the records in that system. Data is stored in all media formats and will be retained in accordance with Air Force Instruction 33-322 “Records Management Program”, which applies the Federal Records Act 1950, as amended, and Air Force Instruction 33-364 “Records Disposition – procedures and Responsibilities”, which explains how records are managed and disposed of.

7. All other personal identifiable information (PII) in USAF electronic systems including systems that are protected by the Privacy Act are protected under the E-Government Act of 2002 and the Federal Information Security Modernization Act of 2014. Air Force Instruction 33-332 requires the encryption and protection of all PII as well as a process of notification if there is a PII breach.

8. All USAF IT systems are protected in accordance with the risk management framework as outlined in Department of Defense Instruction 8510.01 and Air Force Instruction 17-101. All IT systems that contain PII are required to have a Privacy Impact Assessment (PIA) where the system owner identifies all personal information and evaluates which safeguards are being instituted to protect the data. Many USAF PIAs are assessable at:
<http://www.privacy.af.mil/Home/PIA/>.

9. If you wish to gain access to your records, this has to be done pursuant to the US Freedom of Information Act. Access can be obtained except to the extent that records are protected from public disclosure by an exemption under the act or by one of three special law enforcement exclusions. Requests must be made in your personal capacity. For further information please see <http://www.foia.af.mil/>.