



**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

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. 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.
4. 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.
5. 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.

6. 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/>.

7. 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/>.

“Square-D Away”