

TABLE OF CONTENTS

Paragraph		Page
CHAPTER 1. INTRODUCTION TO THE HANDBOOK		
1-1	Purpose	1-1
1-2	Records Subject to the Privacy Act	1-1
1-3	HUD Employees and the Privacy Act	1-1
1-4	Citations and References	1-4
1-5	Definitions	1-5
CHAPTER 2. INTRODUCTION TO THE PRIVACY ACT		
2-1	Necessity	2-1
2-2	Purpose	2-1
2-3	Departmental Policy	2-2
2-4	Your Responsibilities	2-4
2-5	Criminal Penalties	2-5
CHAPTER 3. PROCEDURES FOR PROCESSING AND MONITORING REQUESTS FOR RECORDS SUBJECT TO THE PRIVACY ACT		
3-1	Introduction	3-1
3-2	Personnel involved in Privacy Act	3-1
3-3	Relationship between the Privacy Act and the Freedom of Information Act	3-1
3-4	Choosing the Appropriate Act	3-2
3-5	Exemptions from the Privacy Act	3-2
3-6	Conditions of Disclosure	3-3
3-7	Accounting for Certain Disclosures	3-5
3-8	Inquiries concerning Systems of Records	3-5
3-9	Individual requests for Access to Information maintained in Systems of Records	3-7
3-10	Verification of Identity	3-8
3-11	Disclosure of Requested Information to Individuals	3-10
3-12	Initial Denial of Access to Records	3-11
3-13	Appeal of Initial Denial of Access to Records	3-12
3-14	Request for Correction or Amendment to a Record	3-12
3-15	Criteria for Considering a Request for Correction or Amendment	3-14
3-16	Initial Denial to Correct or Amend a Record	3-15
3-17	Appeal from Initial Denial to Correct or Amend a Record	3-16
3-18	Reproduction Fees	3-16
i		
		10/95
Paragraph		Page
CHAPTER 4. ESTABLISHING AND MANAGING PRIVACY ACT SYSTEMS OF RECORDS		
4-1	Introduction	4-1
4-2	Responsibilities of -the System Manager	4-1

4-3	Situations Requiring a Report and Federal Register Notice	4-2
4-4	Contents of the New or Altered System Report	4-4
4-5	Timing, OMB Concurrence, and Publication of the Federal Register Notice	4-5

CHAPTER 5. COMPUTER MATCHING PROGRAMS

5-1	General	5-1
5-2	Definitions	5-1
5-3	The Data Integrity Board	5-4
5-4	Conducting Matching Programs	5-5
5-5	Due Process for Matching Subjects	5-8

CHAPTER 6. APPLICATION OF THE PRIVACY ACT TO OTHER RELATED FUNCTIONS

6-1	Introduction	6-1
6-2	Automated Data Reporting Systems	6-1
6-3	ADP Security	6-2
6-4	Procurement of Computer Equipment and Systems	6-3
6-5	Procurement and Contracts	6-3
6-6	Forms and Reports Management	6-4
6-7	The Privacy Conscience of the Department	6-4

CHAPTER 7. REPORTING REQUIREMENTS

7-1	Introduction	7-1
7-2	Examples of Privacy Act Reviews	7-1
7-3	Privacy Act Reports	7-2

10/95

ii

1325.01 REV-1

Appendices

- A. Privacy Act Case Log
- B. Privacy Act Officers' Locations
- C. Privacy Act of 1974 (as amended)
- D. Appeal Procedures
- E. Responsibilities of Privacy Act Systems Managers
- F. Computer Matching Programs Timetable
- G. Guidelines for Establishing Safeguards for Records Subject to the Privacy Act
- H. Guide to the Privacy Act of 1974 and the Departmental Privacy Act Regulations
- I. Privacy Act Systems of Records

LIST OF EXHIBITS

Exhibit Number		Page
3-1	Sample Letter to Inform Individual of a Request for Access to his Personal information	3-18
3-2	Sample Form to Obtain Consent to Disclose Personal Information	3-19
3-3	Sample form for recording accounting disclosures	3-20

3-4	Sample Privacy Act Request Letter	3-21
3-5	Sample Letter Informing Requester of Transfer of Privacy Act Request to Appropriate HUD Office	3-22
3-6	Sample Letter used to obtain additional information	3-23
3-7	Sample Record Search Information Log	3-24
3-8	Sample Letter for Privacy Act Processing over 10 days	3-25
3-9	Sample Letter to Inform Requester of Departmental Action	3-26
3-10	Sample Statement of Identity	3-28
3-11	Sample Requester's Authorization for an Accompanying Individual	3-29
4-1	Sample of a New System of Records Notice	4-9
4-2	Sample of an Altered or Amended System of Records Notice	4-14