Privacy Act Handbook

Directive Number: 1325.1

U.S. Department of Housing and Urban Development
Office of Administration

SPECIAL ATTENTION OF: TRANSMITTAL
Handbook No.: 1325.01 REV-01
ISSUED: September 1, 1995

1. This Transmits Handbook 1325.01 REV-01, Privacy Act Handbook.

2. Summary. The entire handbook has been revised to clarify the policies, procedures, and guidelines for the implementation of the Department's Privacy Act Program and to incorporate new OMB Circular A-130 requirements. It should be read in its entirety.

3. Filing Instructions
   Remove Handbook 1325.1 dated 10/76
   Insert Revised Handbook 1325.1

AMII: Distribution: W-3-1, W-1, W-3, R-1, R-2, R-6, R-7, R-8

U.S. Department of Housing and Urban Development
Office of Administration

SPECIAL ATTENTION OF: TRANSMITTAL
Handbook No: 1325.01 CHG-5
Issued: August, 1993

1. This Transmits Handbook 1325.01 CHG-5, Privacy Act Handbook.

2. Summary. CHG-5 provides information concerning the policies and procedures to be followed when implementing a computer matching program.


3. Filing Instructions
   Remove Table of Contents
   Insert Table of Contents
AII : Distribution : W-3-1, W-1, W-3, R-1, R-2, R-6, R-7, R-8.

W-3-1    Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovermental Relations)

W-1      Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary

W-3      HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff

R-1      Regional Administrators, Deputy Regional Administrators

R-2      Office Directors, Principal Assistants in Regional Administrators' offices

R-6      Category A offices - Office Managers and Deputy Office Managers

R-7      Category B offices - Office Managers and Deputy Office Managers

R-8      Category C offices - Office Managers and Deputy Office Managers

Special Attention of: Transmittal Handbook No. 1325.1 CHG-4

Regional Administrators Issued: March 1984
Area Office Managers
Service Office Supervisors

1. This Transmits


2. Explanation of changes:

These changes clarify the criteria for identifying Privacy Act systems of records; highlight the more significant responsibilities of Privacy Act system managers (Appendix 5); provide guidelines for establishing safeguards for records subject to the Privacy act (Appendix 6); and reflect current organizational structures. Chapter 5 has been added to describe Privacy Act reporting requirements.

3. Filing instructions:

Remove:                        Insert:

Pages i, ii, and iii            Pages i, ii, and iii dated 3/84
Pages 1-1 through 1-6           Pages 1-1 through 1-7 dated 3/84
Pages 2-3 and 2-4               Pages 2-3 and 2-4 dated 3/84a
1. This Transmits changes to Handbook 1325.1, Privacy Act Handbook.

2. Explanation of changes:
   These changes contain reporting requirements for information which must be sent to Headquarters by no later than January 25 of each year. They also contain an updated table of contents.

3. Filing instructions:
   Remove:                      Insert:
   Pages i and ii dated 10/76   Pages i dated 10/76 and ii CHG-3 dated 11/81
   Page iii dated 10/76         Page iii CHG-3 dated 11/81
                                Chapter 5, Reporting Requirements, dated 11/81
3. Filing instructions:

Remove:                            Insert:

Pages 1-1 dated 10/76 and 1-2 CHG-1 Pages 1-1 CHG-2 dated 7/81
dated 1/8/81                        and 1-2 CHG-1 dated 1/81

Pages 3-23 dated 10/76 and          Pages 3-23 CHG-2 dated 7/81
3-24 dated 10/76                    and 3-24 dated 10/76

Pages 3-25 and 3-26 dated 10/76     Pages 3-25 dated 10/76 and
                                    3-26 CHG-2 dated 7/81

Pages 1 and 2 Appendix 4 dated 10/76 Page 1 Appendix 4 dated 10/76 and
page 2 CHG-2 Appendix 4 dated        page 2 CHG-2 Appendix 4 dated
7/81.                                7/81.

U. S. Department of Housing and Urban Development
ADMINISTRATION

TRANSMITTAL

January 14, 1981

1. This transmits:


2. Explanation of changes:

These changes clarify the role of the Departmental Privacy Act Officer; change office titles to comply with current practices; describe the responsibilities of Privacy Act Coordinators; clarify the responsibilities of Privacy Act System Managers; delete Appendix 3 containing a reprint of 24 CFR 16 (a copy of Departmental Rules and Regulations concerning the Privacy Act); reserve Appendix 3 until 24 CFR 16 is revised and published; clarify that the Assistant Secretary for Administration, rather than the Secretary, submits the report of a new/changed system to Congress and the Office of Management and Budget, and publishes the notice of existence and character of the systems of records; update the list of contents of the Privacy Act system notice; add the requirement that any Advanced Requirements Notice involving a computer matching program be cleared by the Departmental Privacy Act Officer; delete reference to a Departmental Privacy Act Committee; delete reference to the Privacy Protection Study Commission; and state a more realistic time frame for obtaining internal Departmental clearance of Privacy Act system notices.

3. Filing instructions:

Remove:                            Insert:

Pages 1-1 and 1-2 dated 10/76       Pages 1-1 dated 10/76, 1-2 CHG-1
                                   dated 1/81 and 1-2.1 CHG-1 dated
                                   1/81.

Pages 3-11 and 3-12 dated 10/76     Pages 3-11 dated 10/76, 3-12 CHG-1
1/81

Transmittal 1325.1
October 27, 1976

1. This Transmits:

2. Purpose:
   a. To provide every employee of the Department with information on their rights and responsibilities under the Privacy Act of 1974.

   b. To establish policies, procedures, requirements and guidelines for the implementation of the Department's Privacy Act responsibilities.
3. Filing Instructions:

Insert Handbook 1325.1

W-1, W-2, W-3, W-3-1, R-1, R-2, R-4, R-5
W-1 Assistant Secretaries, Deputy Assistant Secretaries,
General Counsel, staff offices reporting to the Secretary
W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries
W-3 HQ Division Directors, those reporting directly to Office
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