

Notification of Responsibilities Regarding the Use, Disclosure, and Protection of Privacy Act Information

You have been granted access to the Integrated Personnel Security System (IPSS). Information contained in IPSS is covered by Privacy Act Systems of Records NRC-35, "Drug Testing Program Records-NRC," NRC-39 "Personnel Security Files and Associated Records-NRC," and NRC-40, "Facility Security Access Control Records-NRC." While you may not have access to information in IPSS that is covered by all of these systems of records, it is your responsibility to properly safeguard any information that you do have access to and to protect and safeguard this information from access by unauthorized individuals. Any papers, file folders, computer media, etc., that contain information from IPSS shall be secured in locked containers when unattended in accordance with the pertinent System of Records or the pertinent Sensitive Unclassified Non-Safeguards Information (SUNSI) requirements, whichever are more restrictive. IPSS records shall not be left unattended on desks or in staff mail boxes where they can be openly viewed by unauthorized individuals. IPSS records need to be destroyed in accordance with the appropriate System of Records or SUNSI requirements, whichever are more restrictive. If it is necessary to transmit any IPSS records through the NRC mail, they shall be packaged in an opaque envelope and addressed to a specific individual in accordance with the pertinent System of Records or the pertinent Sensitive Unclassified Non-Safeguards Information (SUNSI) requirements, whichever are more restrictive. Do not retain copies of any IPSS records unless authorized to do so by the System Manager (Director, Division of Facilities and Security in the Office of Administration).

Access to the information contained under these Systems of Records is authorized on an individual basis. Approval of the System Manager must be obtained prior to granting access to other individuals. The information in these Systems of Records may only be disclosed as approved by the System Manager: (1) to control access to NRC classified information and to NRC spaces; (2) as permitted by the Privacy Act; or (3) for any of the routine uses specified in the "Prefatory Statement of General Routine Uses." The download of images from the IPSS for other than these stated purposes is prohibited.

Questions regarding Privacy Act requirements may be directed to Mark Lombard, DFS, Security Branch, at MXL7 or 301-415-7404. For additional information regarding the Privacy Act, please see the NRC Privacy Act web page:

<http://www.internal.nrc.gov/OCIO/privacyact/>

Questions regarding SUNSI requirements may be directed to Skip Kemerer, OIS, at MLK2 or 301-415-8735. For additional information regarding SUNSI, please see the NRC web page:

<http://www.internal.nrc.gov/SUNSI>

I understand my responsibilities regarding the use, disclosure, and protection of Privacy Act Information that I may have access to in IPSS and will comply with the pertinent requirements.

Printed Name: _____

Signature: _____

Date: _____