

## Privacy Act Statement:

**Authority:** Privacy Act of 1974 (PA), 5 U.S.C. § 552a, as amended. For detailed information on the specific procedures used by the Agency to process requests under the Privacy Act, individuals are encouraged to review the Agency's full regulations, codified in the Code of Federal Regulation, at 28 C.F.R. Part 802.11, Subpart C, Privacy Act, Purpose and Scope.

### **Purpose:**

The purpose of collecting Personally Identifiable Information (PII) is to assist the agency in processing FOIA requests.

**Routine Use:** The information will be used for the purpose set forth above and may be provided to Congress or other Federal, state and local agencies, when determined necessary.

- *For Law Enforcement Purposes:* To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation or order, where CSOSA becomes aware of an indication of a violation or potential violation of a civil or criminal law or regulation.
- *For Litigation:* To disclose information to the Department of Justice for the purpose of representing CSOSA, or its components or employees, pending or potential litigation to which the record is pertinent.
- *For Judicial/Administrative Proceedings:* To disclose information to another Federal agency, a court, grand jury, or a party in litigation before a court or administrative proceeding being conducted by a Federal agency, when the Federal Government is a party to the judicial or administrative proceeding.
- *For National Archives and Records Administration:* To disclose information to the National Archives and Records Administration for use in records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.
- *For Congressional Inquiry:* To provide information to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- *For Data Breach and Mitigation Response:*
  - To provide information to appropriate agencies, entities, and persons when (1) CSOSA suspects or has confirmed that there has been a breach of the system of records; (2) CSOSA has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, CSOSA (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with CSOSA's efforts to

respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

- To provide information to another Federal agency or Federal entity, when CSOSA determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach, or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

**Disclosure:**

Disclosure is voluntary. Data will be strictly used to inform and improve CSOSA processes and operations and with full disclosure to each respondent to allow for opting out.