



## DEFENSE PRIVACY & CIVIL LIBERTIES DIVISION

Mission: To implement the DoD's Privacy and Civil Liberties programs through advice, monitoring, official reporting and training.

### PRIVACY PROGRAM

#### Authority

Compliance with the Privacy Act of 1974, as amended, and implemented by DoDD 5400.11 and DoD 5400.11-R.

#### Key Privacy Concepts

The Defense Privacy and Civil Liberties Division (DPCLD) Privacy Program is responsible for policies protecting information which can be used to distinguish or trace an identity to a specific person, such as a name, fingerprint or other biometric data, medical information, date and place of birth, or Social Security number. This type of information identifies "you" as "you" and is commonly referred to as personally identifiable information (PII).

YOU are the Department's first line of defense when it comes to protecting the information entrusted to us. Here are some reminders to help you "think privacy":

- Make sure you have a 'need to know' prior to accessing information. Ask yourself "Do I genuinely need to know this information to carry out my job functions?" If the answer is no, do not access the information.
- Treat PII you handle with the same care as you would your own.
- Establish administrative, physical, technical safeguards to protect PII.
- If you suspect or become aware of an unauthorized disclosure, or unauthorized access of PII, contact your Component Privacy officer immediately.
- Civil and criminal penalties may result from the unauthorized disclosure of PII.

#### CONTACTING THE DPCLD

Office of the Secretary of Defense  
Office of the DCMO / Attn: Chief, DPCLD  
9010 Defense Pentagon  
Washington, D.C. 20301-9010

(703) 571-0070  
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### CIVIL LIBERTIES PROGRAM

#### Authority

42 U.S.C 2000ee-1 and implemented by DoDI 1000.29.

#### DoD Civil Liberties Principles

- Civil liberties are fundamental rights and freedoms protected by the Constitution of the United States.
- Protect the privacy and civil liberties of DoD employees, members of the Military Services, and the public to the greatest extent possible, consistent with its operational requirements.
- Consider appropriately privacy and civil liberties in the review, development, and implementation of new or existing laws, regulations, policies, and initiatives.
- Not maintain information on how an individual exercises rights protected by the First Amendment to the Constitution of the United States, including the freedoms of speech, assembly, press, and religion, expect when:
  - ♦ Specifically authorized by statute;
  - ♦ Expressly authorized by the individual, group of individuals, or association on whom the record is maintained; or
  - ♦ The record is pertinent to and within the scope of an authorized law enforcement, intelligence collection, or counterintelligence activity.

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