

# FAQs

## ABOUT THE INFORMATION WE REQUEST FROM REGISTRANTS



### Why do you need my Social Security Number (SSN)?

FLETC's primary mission is to train law enforcement personnel. For federal officers, SSNs are required for reporting, billing and legal purposes. As an example, training required by certain positions must be reported regularly to the Office of Personnel Management. As with most personnel documentation, one of the required fields in the data reported is the SSN. Therefore, this is a required data element within our student information systems. Also, many state and local law enforcement agencies that send students to FLETC require the SSN of the attendee to reimburse FLETC for the training and to ensure your training is properly recorded.

### When is this information required?

If you are attending a FLETC program or class for which a certificate or transcript is issued, your SSN is required at registration. Email addresses are optional and allow us to obtain your feedback or send information concerning other training opportunities.

### And if I still refuse to provide this information?

Per FLETC policy, if you elect not to provide the required information, you will not be permitted to attend a class or program for which records are maintained and training validation is issued.

### Who has access to my information?

Only individuals who require the information in the course of performing their duties will have access. For example, registration personnel who maintain records of your attendance and completion of training, records personnel who are responding to requests for copies of your records, and financial personnel in the course of billing your agency for training received may all have access to your information.

**Your questions answered:  
FLETC-PRIVACY@DHS.GOV**

### Do FLETC employees understand the sensitivity of my personal information?

**Yes!** All federal employees and contractors who come into contact with personal information in the course of performing their duties are required to take privacy training annually. In addition, employees are subject to criminal penalties for knowingly and willfully disclosing or compromising your personal information inappropriately.

### What if my information is incorrect?

You may correct your information by sending a written request to:

Privacy Officer  
Federal Law Enforcement Training Center  
1131 Chapel Crossing Road, Building 681  
Glynnco, GA 31524

Your request must include proof of identity and must identify the information that is incorrect. In addition you must provide evidence of the inaccuracy. For further information, you may contact the Privacy Officer at FLETC-PRIVACY@DHS.GOV.

# Privacy Act: Frequently Asked Questions



## Homeland Security

Encrypting transmission of privacy information  
 personnel who maintain records of your attendance and completion of training, records personnel who are responding to requests for copies of your records, and financial personnel in the course of billing your agency for training received may all have access to your information  
 annual training data reported  
 information criminal penalties  
 validating the legality  
 access  
 social security number  
 proof of identity  
 personal  
 DHS System of Records Notice  
 unique identifier  
 who may handle your information  
 information technology rules  
 privacy  
 rights



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Employees are subject to criminal penalties for knowingly and willfully disclosing or compromising your personal information inappropriately.

privacy information are processed by personnel trained in the requirements for validating the legality and authenticity of requests for your record.

In addition to these technical safeguards, FLETC takes measures to further ensure protection of your information by:

- Ensuring system Rules of Behavior are read and signed by employees
- Tracking and reporting employee privacy and IT security training
- Encrypting transmission of all sensitive data
- Performing routine system auditing

If you have any questions concerning this information, please feel free to contact the FLETC Privacy Officer at the email address or street address provided.

### Do I have a say in what happens to my information?

**Yes!** Except as defined in the routine uses identified in DHS System of Records Notice DHS/ALL-003 General Training Records, (<http://edocket.access.gpo.gov/2008/E8-28037.htm>) your information will only be released as authorized by you.

### What steps has FLETC taken to ensure my privacy is not violated?

FLETC is in the process of transitioning to an electronic student record. Information that is obtained via written form will be entered into the system and the original form will be shredded. While this system still requires your SSN to accurately identify your record, only a few individuals have access to the SSN. The system creates a unique identifier for you and it is that identifier that most personnel will see. Additionally, all requests for

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## Homeland Security