



**FOUO**

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

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
- FLETC has published the Privacy Impact Assessment for SASS here:

<https://www.dhs.gov/publication/dhsfletcpia-002-student-administration-and-scheduling-system>

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 uses the Student Administration Scheduling System (SASS) to manage electronic student records. 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 privacy information are processed by personnel trained in the requirements for validating the legality and authenticity of requests for your record.

Privacy Officer  
Federal Law Enforcement Training Centers  
1131 Chapel Crossing Road, Building 681  
Glynco, GA 31524



**Homeland Security**

Federal Law Enforcement Training Centers

# 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 who may handle your information information technology rules

information criminal penalties • access validating the legality

privacy social security number

proof of identity personal rights

sensitivity

DHS System of Records Notice unique identifier



# 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. Additionally, student training records are archived for 40 years. Your SSN will be used as your personal identifier when retrieving records. 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.

### 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 Centers  
1131 Chapel Crossing Road, Building 681  
Glynco, GA 31524

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

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.