



Is there a need to know?

The Privacy Act restricts the disclosure of customers' and employees' personal information within the Postal Service unless the disclosure is to employees who need the information in order to do their jobs.

For example, IT employees would not have a need to access employee medical records in order to do their jobs. Similarly, the medical team would not have a need to access IT insider threat records in order to do their jobs.

Protect personal privacy by limiting disclosure to those employees with a need to know. And that's smart business.

Contact the Privacy and Records Management Office for guidance.