

## Tell Me Why

Is there an official reason you need my information?

The Privacy Act protects personal information from being disclosed outside of the Postal Service without the person's written permission. Did you know the Privacy Act also protects personal information from being circulated internally to employees who don't have an official need for it?

Before you share personal information with another postal employee, ask yourself whether the other person needs the information in order to fulfill a USPS function or activity.

The unlawful disclosure of personal information — internally or externally — could lead to legal action, negative publicity and damage to our brand. And willful disclosures of protected information could result in criminal sanctions.

Protecting personal information from unlawful disclosure promotes trust and helps avoid unnecessary costs and penalties.

And that's smart business.