



Collecting personal information? Give the proper notice!

If a business initiative might collect, maintain, or use any personally identifiable information, your team should contact the Privacy and Records Management Office early in the process to see if the Privacy Act might apply.

When we collect personal information from an individual, a Privacy Act Statement must be provided or displayed at the point of collection.

The main purpose is to provide informed consent. The statement informs the user about why we are collecting the information and how we will use and disclose it before they decide to give it to us.

By understanding the Privacy Act and its requirement that we properly inform individuals when we are collecting information covered under the Act, you can help the Postal Service adhere to the Privacy Act, maintain public trust, and prevent potential litigation against the Postal Service.

And that's smart business.

Contact the Ethics Office (ethics.help@usps.gov) with any questions.