**PRIVACY ACT NOTICE**

In accordance with the Privacy Act of 1974, privacy protection is both a personal and fundamental right of any individual, whose personally identifiable information (e.g., social security number, date of birth, home address or personal email address) is collected, maintained, and used by GSA to carry out the agency mission and responsibilities and to provide services. OMB Circular A-130 defines Personally Identifiable Information (PII) as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual. GSA’s policy is to safeguard personal information as mandated by laws and regulations. The GSA Privacy Act Program promulgates GSA policy for ensuring compliance with legal requirements to protect PII.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_