

PRIVACY ACT NOTICE

General

- This information obtained during counseling is provided pursuant to the Privacy Act of 1974 for individuals supplying information for inclusion in a system of records.

Authority

- The authority to collect the information requested by the EEO Counselor is derived from one or more of the following:

42 USC 2000e; 29 USC 633a; PL 95-602 as amended; 5 USC 1303 and 1304; 5 CFR 5.2 and 5.3; 29 CFR 1614.105; and Executive Order 11478 as amended.

Purpose and Uses

- The information supplied will be used to resolve the EEO counseling matter(s) you have raised during counseling. This information may be discussed with designated officers and employees of the Department in order to resolve the matters you have raised. If you file a formal EEO complaint, the complaint form, the counseling report form and all enclosures will be made part of your EEO complaint file and will be available to any person having a need to know its contents. Formal complaints are neither anonymous nor confidential. Whether or not you file a formal EEO complaint, this form and enclosures, if any, may be used in a depersonalized manner as a database for program analysis, review, evaluation, and statistics. If you have not chosen anonymity and there is a need to disclose information from your EEO counseling report for reasons other than those which have been cited or for reasons cited in the Privacy Act (5 USC 522 a (b)), your prior consent will be solicited.

Effect of Non-disclosure

- Disclosure of the information sought during counseling is voluntary. However, because issues raised in a formal complaint must first have been raised at the counseling stage, the failure to disclose relevant information may result in rejection of the formal complaint in whole or in part.