

National Oceanic and Atmospheric Administration U.S. Public Health Service

PRIVACY ACT NOTICE FOR CLIENTS

The following information is provided in order to comply with the requirements of the Privacy Act of 1974, and is consistent with the provisions of 5 CFR Parts 293 and 297.

1. The health services you receive through this program result in the gathering and recording of information that is personal and confidential. Your employing agency serves as a custodian of your records. Upon termination of employment the original documents or copies of your records will be transferred to your Employee Medical Folder (EMF) in the agency's Employee Medical File System (EMFS). These records are stored as a distinct and separate part of your Official Personnel Folder. **Your records are collected and maintained for a variety of purposes, including:**

- (a) to meet the mandates of law, Executive order, or regulations;
- (b) to provide data necessary for proper medical evaluations, treatment for the continuity of medical care;
- (c) to provide an accurate medical history and treatment and/or hazard exposures and health monitoring;
- (d) to enable the planning for further care;
- (e) to provide a record of communications among members of the health care team;
- (f) to provide a legal document describing the health care administered and exposure incidents;
- (g) to provide a method of evaluating the quality of health care rendered as required by professional standards and legislative authority;
- (h) to ensure that all relevant, necessary, accurate, and timely data are available to support any medically-related employment decisions;
- (i) to document claims filed with and the decisions reached in OWCP cases;
- (j) to document employee's reporting of occupational injuries, unhealthy and/or unsafe working conditions;
- (k) to ensure proper and accurate operation of the agency's employee drug testing program under Executive Order 12564.

2. **If you do not wish to participate in these services, or to provide the requested information, you are not required to do so. However, if you decline the health services required for job-related clearances, the absence of documented medical clearances will impact your employer's authority to permit you to perform certain functions of your position. You should consult with your supervisor in this matter.**

3. Specified reasons for disclosure of information are identified in the Privacy Act; some, but not all, of the more routine uses are listed below. **The information in your EMF may be disclosed;**

- (a) to a Federal, State, or local agency in compliance with laws governing reporting of communicable disease;
- (b) to a Federal agency, court, or party in litigation when the Government is a party to the proceeding;
- (c) to a Federal, State, or local agency responsible for investigating, prosecuting and enforcing laws and/or regulations;
- (d) to a Federal agency, in connection with the retention of an employee, the issuance of a security clearance, job suitability, classification, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency;
- (e) to a congressional office made at the request of that individual;
- (f) to an authorized health care survey team in connection with an accreditation review;
- (g) to contracted health insurance carriers necessary to verify eligibility for payment of a claim for health benefits;
- (h) to entities responsible for notification of employees they may have been exposed to an illness or health hazard;
- (i) to an agency-appointed representative of an employee, in connection with an examination ordered by the agency;
- (j) to a person who is responsible for the care of the individual who is mentally incompetent or under other legal disability;
- (k) in adverse personnel actions initiated against the government;
- (l) to contractors, grantees, or volunteers in the performance of their duties for the Federal Government;
- (m) to an authorized agency conducting health research for the production of summary descriptive statistics and analytical studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study might be structured in such a way as to make the data individually identifiable by inference.

4.

Employee Signature

Date