



# Privacy Data Cover Sheet

To be used on all documents containing Personal information

**DOCUMENT(S) ENCLOSED MAY BE SUBJECT TO THE PRIVACY ACT OF 1974**

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient.

**DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only". Unauthorized disclosure of this information may result in **PERSONAL LIABILITY** with **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Officer regarding the document(s).

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FEMA Form 9109.1, JUL 2007



## ATTENTION MATERIAL MAY BE SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED

WHEN NOT UNDER THE CONTINUING CONTROL AND SUPERVISION OF A PERSON AUTHORIZED ACCESS TO SUCH MATERIAL, **IT MUST BE**, AS A MINIMUM, MAINTAINED UNDER LOCKED CONDITIONS.

### **!! WARNING – CRIMINAL PENALTIES !!**

Disclosure of Agency records which contain individually identifiable information is prohibited. Any officer, employee or contractor of the Agency, who by virtue of his/her official position, has possession of, or access to, Agency records which contain personal data subject to the Privacy Act who willfully discloses it in any manner to any person or agency NOT entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000. (5 USC 552a(i)(1))

Any officer, employee, or contractor of the Agency who willfully maintains a system of records without meeting the Notice Requirements of Subsection (e)(4) of the Privacy Act shall be guilty of a misdemeanor and fined not more than \$5000. (5 USC 552a(i)(2))

Any person who knowingly and willfully requests or obtains any record concerning an individual from an Agency under false pretenses shall be guilty of a misdemeanor And fined not more than \$5,000. (5 USC 552a(i)(3))

No record which is contained in a system of records may be disclosed to a recipient Agency or non-Federal Agency for use in a computer matching program except pursuant to a written agreement between the source Agency and recipient Agency or non-Federal Agency. (5 USC 552a(o))