

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

CIO P 1878.1

GSA ORDER

SUBJECT: GSA Privacy Act Program

1. Purpose. This policy establishes the [GSA Privacy Act Program Web site](#) as the official vehicle for the privacy program, policy and procedures. The GSA Privacy Act Program addresses information privacy and security issues, establishes GSA's privacy policies and procedures, provides guidance and direction on implementing program requirements, defines privacy related contracting requirements, and assigns responsibilities to ensure compliance with the Privacy Act of 1974, as amended, and other applicable laws and regulations.

2. Policy. Privacy protection is both a personal and fundamental right of individuals, including GSA associates, clients, and members of the public, whose personal 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. It is GSA's policy to safeguard personal information as mandated by laws and regulations. The GSA Privacy Act Program institutes the privacy provisions that ensure the individual's right to privacy.

3. Applicability. The GSA Privacy Act Program applies to:

- All GSA Services and Staff Offices and Regional Components;
- All GSA employees who manage, acquire, maintain, disseminate, or use personal information protected by the Privacy Act of 1974;
- Contractors, subcontractors, individual corporations, and other organizations that process or handle GSA-owned information;
- All individuals, public and private, whose personal information GSA collects, maintains, and uses to carry out its mission and associated functions and services; and
- The Office of Inspector General (OIG) only to the extent that the OIG determines it is consistent with the OIG's independent authority under the IG Act and it does not conflict with other OIG policies or the OIG mission.

- The Civilian Board of Contract Appeals (CBCA) only to the extent that the CBCA determines it is consistent with the CBCA's independent authority under the Contract Disputes Act and it does not conflict with other CBCA policies or the CBCA mission.

4. Cancellation. [CPO 1878.1 GSA Privacy Act Program](#) is cancelled.

5. Explanation of format. The GSA Privacy Act Program is Web-based to facilitate information access through technology and to allow for updating critical changes in a timely manner. The Web site is located on GSA InSite at <https://insite.gsa.gov/portal/category/533866>.

6. Signature.

/S/ _____
SONNY HASHMI
Chief Information Officer
Office of the Chief Information Officer

September 2, 2014
Date