

FEDERAL PRIVACY ACT
FAIR INFORMATION PRACTICE PRINCIPLES

- Transparency: MVA should be transparent and provide notice to the individual regarding its collection, use, dissemination, and maintenance of personally identifiable information (PII).

- Individual Participation: MVA should involve the individual in the process of using PII and, to the extent practicable, seek individual consent for the collection, use, dissemination, and maintenance of PII. MVA should also provide mechanisms for appropriate access, correction, and redress regarding MVA's use of PII.

- Purpose Specification: MVA should specifically articulate the authority that permits the collection of PII and specifically articulate the purpose or purposes for which the PII is intended to be used.

- Data Minimization: MVA should only collect PII that is directly relevant and necessary to accomplish the specified purpose(s) and only retain PII for as long as is necessary to fulfill the specified purpose(s).

- Use Limitation: MVA should use PII solely for the purpose(s) specified in the notice. Sharing PII outside the Administration should be for a purpose compatible with the purpose for which the PII was collected.

- Data Quality and Integrity: MVA should, to the extent practicable, ensure that PII is accurate, relevant, timely, and complete.

- Security: MVA should protect PII (in all media) through appropriate security safeguards against risks such as loss, unauthorized access or use, destruction, modification, or unintended or inappropriate disclosure.

- Accountability and Auditing: MVA should be accountable for complying with these principles, providing training to all employees and contractors who use PII, and auditing the actual use of PII to demonstrate compliance with these principles and all applicable privacy protection requirements.