

VA PRIVACY SERVICE

GET TO KNOW YOUR PRIVACY OFFICER TIP SHEET

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Do you know your facility's Privacy Officer (PO) and how he or she can assist you?

The following are key duties of a VA Privacy Officer:

- Represents privacy across VA and helps to ensure that VA's privacy policies are implemented at the local level.
- Promotes employee awareness of VA's responsibility to protect the personally identifiable information (PII) of Veterans, their families, beneficiaries, and fellow employees.
- Understands and ensures local facility comply with federal privacy laws and privacy related VA policies, such as the Privacy Act, Health Insurance Portability and Accountability Act (HIPAA), Federal Information Security Management Act (FISMA), and related directives and handbooks. These laws and Agency guidance help Privacy Officers protect the PII maintained by VA.
- Responds alongside the Information Security Officer (ISO) to and investigates privacy complaints and incidents reported by employees and Veterans.
- Informs employees of required privacy awareness training requirements and deadlines, and tracks compliance.
- Works with the System Manager, System Owner, and ISO to ensure that required Privacy Impact Assessments are completed annually on VA's major and minor systems and applications.

If you have privacy questions or need to report an incident, contact your PO immediately!

VA employees can find information on their facility's PO by visiting the ISO/PO Locator at <https://vaww.portal2.va.gov/sites/infosecurity/ISO-PO-Locator/default.aspx>

VA



U.S. Department
of Veterans Affairs

VA Privacy Service is a component of the Office of Privacy and Records Management (OPRM), and its mission is to preserve and protect the personally identifiable information of Veterans, their beneficiaries, and VA employees by promoting a culture of privacy awareness and maintaining the trust of those that they serve.

PRIVACY
* * * * * *Builds Trust*

To contact VA Privacy Service:
privacy@va.gov | www.oprm.va.gov/privacy | 202-273-5070