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Privacy Act Information Required On USAID Forms

All USAID forms that solicit personal information must contain the pertinent statements required by the Privacy Act of 1974. The Privacy Act requires that statements containing the following information appear on or be provided as a separate attachment to the form:

a. The authority that authorizes the solicitation of the information and whether disclosing such information is mandatory or voluntary.

This statement must include the provisions of the statute or Executive Order (EO) that authorize the collection of this information, a brief title or the subject of the statute or EO, and whether USAID is required or authorized to impose penalties for failure to respond.

b. The principal purposes for which the information is to be used.

This description must include all the major objectives for which these forms are to be used in USAID, particularly any purposes that are likely to entail determination of an individual's rights and benefits.

c. The routine uses that may be made of the information. This statement must define how the information collected on the form is used and how is it relatable and necessary to the purposes described above.

d. The effects on the individual, if any, of not providing all or any of the requested information. The intent of this statement is to inform the individual of the effects (beneficial and adverse), if any, of not providing any part or all of the requested information, so that the person can make an informed decision on whether to provide the requested information.