

## § 2508.1

## 45 CFR Ch. XXV (10–1–23 Edition)

- 2508.4 When can Corporation records be disclosed?
- 2508.5 When does the Corporation publish its notice of its system of records?
- 2508.6 When will the Corporation publish a notice for new routine uses of information in its system of records?
- 2508.7 To whom does the Corporation provide reports to regarding changes in its system of records?
- 2508.8 Who is responsible for establishing the Corporation's rules of conduct for Privacy Act compliance?
- 2508.9 What officials are responsible for the security, management and control of Corporation record keeping systems?
- 2508.10 Who has the responsibility for maintaining adequate technical, physical, and security safeguards to prevent unauthorized disclosure or destruction of manual and automatic record systems?
- 2508.11 How shall offices maintaining a system of records be accountable for those records to prevent unauthorized disclosure of information?
- 2508.12 What are the contents of the systems of records that are to be maintained by the Corporation?
- 2508.13 What are the procedures for acquiring access to Corporation records by an individual about whom a record is maintained?
- 2508.14 What are the identification requirements for individuals who request access to records?
- 2508.15 What are the procedures for requesting inspection of, amendment or correction to, or appeal of an individual's records maintained by the Corporation other than that individual's official personnel file?
- 2508.16 What are the procedures for filing an appeal for refusal to amend or correct records?
- 2508.17 When shall fees be charged and at what rate?
- 2508.18 What are the penalties for obtaining a record under false pretenses?
- 2508.19 What Privacy Act exemptions or control of systems of records are exempt from disclosure?
- 2508.20 What are the restrictions regarding the release of mailing lists?

AUTHORITY: 5 U.S.C. 552a; 42 U.S.C. 12501 *et seq.*; 42 U.S.C. 4950 *et seq.*

SOURCE: 64 FR 19294, Apr. 20, 1999, unless otherwise noted.

### § 2508.1 Definitions.

(a) *Amend* means to make a correction to, or expunge any portion of, a record about an individual which that individual believes is not accurate, relevant, timely, or complete.

(b) *Appeal Officer* means the individual delegated the responsibility to act on all appeals filed under the Privacy Act.

(c) *Chief Executive Officer* means the Head of the Corporation.

(d) *Corporation* means the Corporation for National and Community Service.

(e) *Individual* means any citizen of the United States or an alien lawfully admitted for permanent residence.

(f) *Maintain* means to collect, use, store, disseminate or any combination of these recordkeeping functions; exercise of control over and therefore, responsibility and accountability for, systems of records.

(g) *Personnel record* means any information about an individual that is maintained in a system of records by the Corporation that is needed for personnel management or processes such as staffing, employment development, retirement, grievances, and appeals.

(h) *Privacy Act Officer* means the individual delegated the authority to allow access to, the release of, or the withholding of records pursuant to an official Privacy Act request. The Privacy Act Officer is further delegated the authority to make the initial determination on all requests to amend records.

(i) *Record* means any document or other information about an individual maintained by the agency whether collected or grouped, and including, but not limited to, information regarding education, financial transactions, medical history, criminal or employment history, or any other personal information that contains the name or other personal identification number, symbol, etc. assigned to such individual.

(j) *Routine use* means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.

(k) *System of records* means a group of any records under the maintenance and control of the Corporation from which information is retrieved by use of the name of an individual or by some personal identifier of the individual.