

## Privacy Act Statement

**Authority:** The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations; Executive Order 12656, Assignment of emergency preparedness responsibilities; Homeland Security, Federal Continuity Directive 1, requiring Federal agencies to account for its personnel during emergencies; and Departmental Administrative Order 210-1, Emergency Readiness for Departmental Continuity.

**Purpose:** The Department of Commerce (Department) is collecting this information to ensure managers, supervisors, and other appropriate staff and individuals have the most current personal contact information for contacting you in the event of a man-made disaster, a natural disaster, or planned exercise.

**Routine Uses:** The Department will use this information to send notifications, alerts, and/or activations and to relay critical updates and guidance to Department personnel in response to an emergency scenario or exercise. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice [COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies](#).

**Disclosure:** Furnishing this information is voluntary; however, failure to provide accurate information may delay or prevent the individual from receiving notifications in the event of an emergency.