

# PIV Card Usage and Privacy Act Notice Job Aid

---

## **What is the Personal Identity Verification (PIV) Card?**

You are being issued a PIV card that is one part of a system for protecting federal buildings, computers, applications, and data. This is a secure and reliable card based on your verified identity. If you have a Government badge, the PIV Card may replace your badge.

## **What is the Authority for the PIV Card Program?**

HSPD-12, Policy for a Common Identification Standard for Federal Employees and Contractors - The directive can be reviewed at: <http://csrc.nist.gov/policies/Presidential-Directive-Hspd-12.html>.

## **Why do I need a PIV Card?**

Common to all federal agencies, the PIV card is a way for you to prove that you are who you claim to be. PIV cards are issued to reduce identity fraud, protect your privacy, save time, and improve security through a standardized process. As part of this process, the U.S. Government conducts a BI on you to decide whether you are suitable for your job and eligible to use the buildings, computers, applications and data you need to do your job. Some of the information you provide for your BI, along with information from the office that hired you, is used to verify your identity, create a PIV card for you, and create a record that you have been issued a card.

## **What Information Is Stored in the System About Me?**

We keep the following information in our records: your full name, facial photograph, two fingerprints, date of birth, home address, home phone number, your BI form, the results of your background check, the approval signature of the person who registers you in the system, your PIV card expiration date, the PIV card serial number, and copies of the documents you used to verify your identity, such as your driver's license or passport.

## **What Information is Stored on the PIV Card?**

The card itself displays a printed picture of your face, your full name, agency, organization, card expiration date, card serial number, and an issuer identification number. The card also stores a Personal Identification Number (PIN), a unique identifier, an authentication key, and two electronic fingerprints.

## **How Will My Information Be Used?**

Your associated agency and other agencies will use the information on the PIV card and may use some of the stored information about you when you access to federal facilities, computers, applications, or data to prove your identity and your right of access. This information will be kept as long as you have a valid PIV card. Use of the card is limited to that identified by the Government guidelines and to that identified in the Privacy Act system of records notices that cover each system for the PIV Card process.

## **Who Will See My Information?**

Information about you that we store to issue you a PIV Card and run the program may be given without your consent as permitted by the Privacy Act of 1974 (5 U.S.C. § 552a(b)) and: to the appropriate Government organization if your records show a violation or potential violation of law; to the Department of Justice, a court, or other decision-maker when the records are relevant and necessary to a law suit; to a federal, state, local, tribal, or foreign agency that has records we need to decide whether to retain an employee, continue a security clearance, or agree to a contract; to a Member of Congress or to Congressional staff at your written request; to the Office of Management and Budget to evaluate private relief legislation; to agency contractors, grantees, or volunteers, who need access to the records to do agency work and who have agreed to comply with the Privacy Act; to the National Archives and Records Administration for records management inspections; and to other federal agencies to notify them when your card is no longer valid.

## **What Happens if I Don't Want a Card?**

Currently there is no legal requirement to use a PIV Card. However, if you do not give us the information we need, we may not be able to create your record and complete your identity check, or complete it in a timely manner. If you do not have a PIV Card, you will be treated as a visitor when you enter a federal building. You will not have access to certain federal resources. If using a PIV card is a condition of your job, not providing the information will affect your placement or employment prospects.

## **Where Can I Get More Information about How My Information is Used?**

If you have questions or concerns about the use of your information, you may contact your organization's HSPD-12 Coordinator or Privacy Act official.