

PRIVACY REQUIREMENTS
DM 3515-000

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SUBJECT: Privacy Requirements	DATE:	
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CHAPTER 3
GENERAL INFORMATION

1 **PURPOSE**

This Departmental Manual chapter establishes security policy and procedures for privacy within USDA. Specifically this chapter addresses security requirements with regard to the Privacy Act and the use of cookies at USDA Web sites. The intent of this policy is to augment the security practices related to information collection and dissemination within USDA agencies and mission areas.

2 **CANCELLATION**

This Departmental Manual will be in effect until superseded.

3 **SCOPE**

This manual identifies the procedures on the collection and use of Web site session and persistent cookies in USDA. Cookies are in essence information collection activities. If an agency obtains approval for the collections of persistent cookies, via a waiver, they will still need to follow the requirements of DR 3080-1, Records Disposition. The authority for granting an exception to this policy is the Secretary of USDA through the normal waiver process. Privacy requirements are also established for USDA agencies and contractors operating Federal Web sites on behalf of USDA.

DISTRIBUTION:

This manual applies to all USDA agencies, programs, teams, organizations, appointees, employees and other activities.

4 ABBREVIATIONS

CIO	- Chief Information Officer
CS	- Cyber Security
DM	- Departmental Manual
DR	- Departmental Regulation
ISSPM	- Information Systems Security Program Manager
OCIO	- Office of the Chief Information Officer
OMB	- Office of Management & Budget
USDA	- United States Department of Agriculture
WWW	- World Wide Web