

29 C.F.R. § 71.13

Employee standards of conduct.

- (a) Each component shall inform its employees of the provisions of the Privacy Act, including the Act's civil liability and criminal penalty provisions. Each component also shall notify its employees that they have a duty to:
- (1) Protect the security of records,
 - (2) Ensure the accuracy, relevance, timeliness, and completeness of records,
 - (3) Avoid the unauthorized disclosure, either verbal or written, of records, and
 - (4) Ensure that the component maintains no system of records without public notice.
- (b) Except to the extent that the Privacy Act permits such activities, an employee of the Department of Labor shall:

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