

04 Confidentiality - Overview

REVISION 35
(04/01/15 – 05/31/15)

ALL information in any FAA record ([case file\(g\)](#)), secured system, etc.), or known to employees or contractors is confidential and protected by confidentiality rules, laws and policies. Such information must not be released or discussed unless authorized by the [PI\(g\)](#) or [representative](#) or listed in the following:

- [Release of Confidential Information](#)
- [Participant Review of Case Information](#)
- [Court Order or Subpoena to Release Information](#)

WARNING

Any unauthorized or unofficial access, review or release of confidential information by employees or contractors is a breach of confidentiality.

Any breach of confidentiality must be reviewed to determine whether a data security violation exists. Complete a Notice of Security Incident Form (J-126) and submit it to the [Information Risk Management](#) (IRM) and [FAA Data Security](#).

Any improper release or misuse of confidential information will be subject to disciplinary action.

An employee or contractor who is determined to be in breach of confidentiality will be subject to disciplinary action which may include suspension, dismissal, and civil or criminal prosecution.

NOTE Under Arizona Revised Statute §18-552 - Notification for Compromised Personal information, the customer will be notified of the breach of confidentiality.

Policy and procedures regarding confidential information are outlined as follows:

- [Types of Confidential Information](#)
- [Confidential Information Security](#)
- [Handling Special Cases](#)