

OFFICE FOR CIVIL RIGHTS (OCR)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE (HEW)

NOTIFICATION FORM CONCERNING THE PRIVACY ACT OF 1974

The Privacy Act of 1974, Public Law 93-579, effective on September 28, 1975, protects against the unauthorized use of personally identifiable data by any agency of the Federal Government. The Act provides that the following information concerning this data collection be supplied to you:

1. AUTHORITY FOR SOLICITATION OF INFORMATION. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex under federally-assisted education programs or activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any program or activity receiving Federal financial assistance. Under 45. C.F.R. §§ 80.6(c) and 80.7(c), OCR has responsibility for ascertaining compliance by those local educational agencies subject to these statutes.
2. PRINCIPAL PURPOSE FOR WHICH INFORMATION IS TO BE USED. Pursuant to a complaint, if jurisdiction over Stratford Public Schools and responsibility for OCR to investigate exists, the Office for Civil Rights will be conducting an investigation of Stratford Public Schools to ensure compliance with some or all of the three legal authorities named in paragraph (1), above. The information collected will be analyzed by the Office for Civil Rights in order to determine compliance. This collection and analysis may require discussion and/or verification with other persons, who may have information pertinent to your complaint, of information we obtain concerning you. We may find it necessary to reveal to such persons the source of information which you give to us, although such action is rare.
3. ROUTINE USES OF THE INFORMATION. In addition to ascertaining compliance with three legal authorities mentioned above, information will be used in advising Stratford Public Schools

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of its compliance status. The other routine uses of this data would be to secure approval for and to bring administrative or judicial enforcement proceedings where compliance cannot be secured by voluntary means.

4. EFFECTS OF NOT PROVIDING THE REQUESTED INFORMATION. While no sanctions will be imposed on you if you do not provide information requested by this Office, failure to supply information pertinent to your complaint may make its investigation unduly burdensome on this Agency, and may ultimately result in administrative closure of your case.

Absent your consent, OCR will not disclose to anyone personally identifiable information about you, except to the extent that such disclosure involves a routine use described above, and except as required by law. Under the Freedom of Information Act and HEW regulations implementing that Act (45 C.F.R. Part 5), no such information is required to be disclosed to the public until resolution of STRATFORD PUBLIC SCHOOLS compliance status; and during and after the conclusion of the investigation, § 5.71 of the HEW regulations precludes disclosure to the public of information (1) of a personal and private nature, or (2) having a commercial, financial, or professional value, which is, in fact, confidential, and in which the person providing the information has a proprietary interest.

Return attached sheet to OCR.

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INDICATION OF RECEIPT

I have received a copy of the Notification Form Concerning the Privacy Act of 1974 and have retained such copy for my records.

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DATE

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SIGNATURE

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