

Appendix II

How To Make A Privacy Act Request

An individual may: request notification as to whether an FTC system of records contains records retrieved using his or her personal identifier; request access to records in a system of records; and contest the accuracy or completeness of records.

Each of those actions may be initiated by the individual by mailing or delivering a written request that includes the individual's name, return address, and signature, addressed to:

Privacy Act records maintained by _____