

**LOUISIANA WORKFORCE COMMISSION  
EQUAL OPPORTUNITY AND COMPLIANCE DIVISION (EOCD)**

**NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION**

There are two laws governing personal information submitted to the Louisiana Workforce Commission (LWC). The Privacy Act of 1974 (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552), or "FOIA". This brief description will provide you with an understanding of these laws. Please read this description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

THE PRIVACY ACT protects individuals from misuse of personal information held by the Louisiana Workforce Commission. The law applies to records that are kept and that can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to LWC/EOCD in connection with a discrimination complaint should know the following:

- EOCD has been authorized by the Executive Director to investigate complaints of discrimination on the basis of race, color, national origin, religion, sex, disability and age in institutions that receive Federal Funds through the Louisiana Workforce Commission. EOCD is also authorized to conduct reviews of LWC funded recipients to assess their compliance with civil rights laws.
- Information that EOCD collects is analyzed by authorized personnel within EOCD. This information may include personnel or program participant records, and other personal information. EOCD staff may need to reveal certain information to persons outside of the agency in the course of verifying the facts or gathering new facts to develop a basis for making a civil rights determination. Such information could include, for example the physical condition or age of a complainant. EOCD may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to EOCD may also be revealed to persons outside of EOCD because it is necessary in order to complete enforcement proceedings against a program that EOCD finds to have violated civil rights laws or regulations. Such information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. EOCD requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. EOCD will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information to EOCD, and no action will be taken against a person who denies EOCD's request for personal information. However, if EOCD cannot obtain the information needed to fully investigate the allegations in the complaint, it may be necessary to close the case.
- Any person may ask for, and receive, copies of all personal materials EOCD keeps in his or her file for investigatory use.

As a policy, equal opportunity and compliance division does not reveal names and other identifying information about individuals, unless it is necessary to complete investigation or enforcement activities against a program which has violated the law. EOCD never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave EOCD written permission to do so.

The freedom of information act (FOIA) gives the public maximum access to Federal Government files and records. Persons can request, and receive, information from many types of records kept by the Government- not just materials that apply to them personally. The EOCD must honor most requests for information submitted under FOIA, but there are exceptions:

- EOCD is usually not required to release information during an investigation or an enforcement proceeding if that release would limit EOCD's ability to do its job effectively; and
- EOCD can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

**Please read and sign section a or section b of the consent form, printed on the back of this notice, and return it to the office of equal opportunity and compliance division with your signed, completed complaint information form.**

COMPLAINANT'S CONSENT FOR INVESTIGATORY  
USE OF PERSONAL INFORMATION

I have read and understand the "**Notice About Investigatory Uses of Personal Information**", printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom of Information Act, which apply to personal information I reveal to the Equal Opportunity and Compliance Division in connection with my complaint:

- I understand that in the course of investigating my complaint, EOCD may have to reveal my identity to staff of the program named in my complaint, in order to obtain facts and evidence regarding my complaint;
- I understand that I do not have to reveal any personal information to EOCD, but EOCD may close my complaint if I refuse to reveal information needed to fully investigate my complaint;
- I understand that I may request and receive a copy of any personal information EOCD keeps in my complaint file for investigatory uses; and
- I understand that under certain conditions, EOCD may be required by the Freedom of Information Act to reveal to others personal information I have provided in connection with my complaint.

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**SECTION A**

**YES**

YES, EOCD MAY DISCLOSE MY IDENTITY IF NECESSARY TO INVESTIGATE MY COMPLAINT. I have read and understood the notice, and I consent for EOCD to process my complaint.

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(Name - Signature)

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(Date)

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**SECTION B**

**NO**

NO, EOCD MAY NOT DISCLOSE MY IDENTITY, EVEN IF NECESSARY TO PROCESS MY COMPLAINT. I have read and understood the notice and I do not consent for EOCD to disclose my Identity during investigation of my complaint. I request that EOCD process my complaint, however, I understand that EOCD may cancel my complaint if it cannot fully investigate without disclosing my identity. I also understand that EOCD may close my complaint if it cannot begin an investigation because I have not consented for EOCD to reveal my identity.

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Signature)

(Date)

(Name -