



## **PRIVACY POLICY**

Thank you for visiting the FBIJobs.gov. Please review the following information to learn more about this site's privacy policy and system security.

For more details, please read the corresponding portions of the [Department of Justice's privacy policy](#), which also pertain to the FBI.

### **AUTHORITY**

The FBI investigates and assesses suitability and security issues of federal employment primarily under 5 U.S.C. §§ 3301 and 9101 and Executive Orders 10450 and 12968. The Director of the FBI exercises power and authority vested in the Attorney General to take final action on the employment, direction, and general administration of FBI personnel under 28 C.F.R. § 0.138. When the FBI requests your Social Security Account Number (SSAN) it does so under Executive Order 9397.

### **PRIVACY ACT NOTICE**

Principal Purposes and Routine Uses of Employment Application Forms.

Pursuant to the Privacy Act of 1974, 5 U.S.C. §552a, we are providing the following information on the principal purposes and routine uses of information submitted on the FBI employment application forms.

The principal purpose of the forms is to collect information to determine the qualifications and suitability for FBI employment. Should you become an FBI employee, this information may be used to determine reassignments, reinstatements, transfers, or promotions. By law and regulation, we may evaluate your application to determine, for example, if you are entitled to Veterans' Preference, and if you are restricted by citizenship or residency requirements. We may also use your application to contact you for an interview and to verify your availability for employment as well as to collect information for an FBI background investigation to establish your eligibility for a required security clearance and for other authorized purposes within the Department of Justice.

Your Social Security Account Number or other identifiers are used to identify you throughout your federal career, from job application to retirement. We may use your SSAN to accurately identify your records should you apply for employment and to process your application for employment. We may also use your SSAN to seek information about you from employers, schools, banks, and other individuals who know you. In addition, your SSAN may be used to search for matches in other government files/databases (e.g., unpaid student loans, parent locators, etc.). Furthermore, all or part of your completed FBI application form may be disclosed outside the Department of Justice to the following:



- Federal agencies requesting lists of individuals who are eligible for appointment, reassignment, reinstatement, transfer, or promotion
- State or local government agencies under either the Intergovernmental Personnel Act or the President's Executive Program when you have expressed an interest in such employment
- Federal agency investigators to determine suitability for federal employment
- Selecting officials who are involved with the internal personnel management of federal agencies
- Appropriate federal, state, local, foreign, or other public authorities conducting criminal, intelligence, or security background investigations
- Federal, state, or local agencies creating other personnel records after you have been appointed to an agency position
- Appropriate entities responsible for licensing or for investigating, prosecuting, or enforcing law, regulation, or contracts Federal, state, local, foreign, or other public authorities if there is a request for information on employment, security, contracting, or licensing determinations
- The news media or general public when the disclosure of factual information would be in the public interest and could not reasonably be expected to constitute an unwarranted invasion of privacy
- Officials or employees of other federal agencies (including the White House) to assist in the performance of their duties
- Non-FBI employees acting in furtherance of a Department of Justice function
- Courts or adjudicative bodies when the FBI has an official interest in the proceedings
- Authorized personnel pursuant to the routine uses most recently published in the Federal Register for the FBI's Central Records System (Justice/FBI-002), Bureau Personnel Management System (Justice/FBI-007) and Blanket Routine Uses (Justice/FBI-BRU)

## **INFORMATION COLLECTED AND STORED AUTOMATICALLY**

Please be aware that you're browsing this website, to include simply viewing website reading pages or photographs or downloading information, result in certain information about your visit being automatically gathered and retained. The following information is automatically collected and stored about your visit:

- The Internet domain and Internet Protocol (IP) address from which you access our website
- Your Internet Browser type and operating system of your computer
- Date and time of your visit
- Pages viewed during your visit
- If you linked to our website from another site, the address of that site ("referral traffic")
- The amount of data transmitted from the website to your computer

If you started an application, the following information is also collected:

- Job opening numbers that applicants are applying for



- Applicant ID number with which applicants have logged into the system with to avoid double-counting report totals (e.g., a user may visit the application page using different devices, resulting in inaccurate statistics).

Site navigation statistics may also be collected in aggregate. All information is primarily collected for statistical purposes. The FBI utilizes software programs to create summary statistics which are used to help make our site more useful to visitors (e.g., assessing what information is of most and least interest to visitors, determining the site's technical design specifications, identifying system performance or problem areas). When required by law or for when necessary for security purposes, however, we may take additional steps to identify you based on the information collected and we may share this information, including your identity, with other government agencies.

### **INFORMATION COLLECTED FROM EMAILS AND FORMS**

You may volunteer to provide us personally identifying information (e.g., your name and email address) through an electronic form on our website or by opting in to the [apply.fbijobs.gov](http://apply.fbijobs.gov) email subscription list in the My Account page. To manage [apply.fbijobs.gov](http://apply.fbijobs.gov) email subscription lists, we retain the names and email addresses of our email subscribers, as well as other information they may have shared with us (e.g., addresses and phone numbers), logs of emails we send, and automatically generated email data used to improve our email communications. This automatically generated email data (generated through simple tools such as "beacons" and link redirects) includes:

- The recipient's email client
- Whether the email was opened
- If a link in the message was clicked
- Whether an email was delivered

If, at any time, you wish to stop receiving our emails, please sign in to the My Account page. Once signed in, access the "My Notifications" section of your account and click the "Manage Communication Preferences" link. To opt out, select "No" on the pop-up window. You can change this preference at any time.

### **IF YOU SEND US PERSONAL INFORMATION**

Generally, the FBI does not collect personally identifying information about you when you visit our website, unless you choose to provide it to us. Submitting your information through our website is voluntary. However, by doing so, you are giving the FBI your permission to use the information for the stated purpose for which you shared it (e.g., assessing your eligibility for employment). Not providing certain information may result in the FBI's inability to provide you with the service you desire.

You may volunteer to provide us personally identifying information, for example, your mailing address, in an electronic mail message (i.e., email). Before you do so, you should know that the



material you submit might be seen by various people. We may enter the information into a database and we may share it with other government agencies. It should be noted that e-mail is not necessarily secure against interception. If your communication is sensitive in nature, you may opt to send it by postal mail.

Electronically submitted information is maintained and destroyed according to the principles of the Federal Records Act and the regulations and records schedules of the National Archives and Records Administration and in some cases may be covered by the Privacy Act and subject to the Freedom of Information Act. A discussion of your rights under these laws can be found in the publication [Your Right to Federal Records](#). We may share information you voluntarily provide it with other entities, consistent with the Privacy Act and other applicable laws. For example, information you voluntarily provide may be shared with contractors acting on our behalf or with another government agency if your inquiry relates to that agency, with other agencies for a specific law enforcement purpose or to protect our websites from security threats, or when otherwise required by law.

## **SITE SECURITY**

For site security purposes and to ensure that this service remains available to all users, various steps are utilized to protect information, such as:

- Firewalls - Firewalls block unauthorized access by individuals or networks and protect computer networks systems that interact with the Internet
- SSL Technology - We require that a "secure session" first be established, using Secure Socket Layer (SSL) technology. Currently, we are using 128-bit encryption during SSL sessions
- Network Monitoring (Security, Intrusion, and Detection) - For site security purposes, and to ensure that this service remains available to all users, all network traffic is monitored in order to identify unauthorized attempts to upload or change information, or otherwise cause damage or conduct criminal activity. To protect the system from unauthorized use and to ensure that the system is functioning properly, individuals using this computer system are subject to having all of their activities monitored and recorded by personnel authorized to do so by the FBI (and such monitoring and recording will be conducted). Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials. Unauthorized attempts to upload or change information, or otherwise cause damage to this service, are strictly prohibited and may be punishable under applicable federal law
- Technology Advances - As advances in technology arise, this site is updated with software, patches, and fixes to ensure site stability
- Virus Protection - Computer virus protection detects and prevents computer viruses from entering the systems. Our virus definitions are updated daily to ensure site stability



## WEBSITE MEASUREMENT AND CUSTOMIZATION TECHNOLOGIES

Website measurement and customization technologies (commonly called “cookies”) are small bits of text that are downloaded to your internet browser when you visit a website. The Office of Management and Budget Memorandum [M-10-22, Guidance for Online Use of Web Measurement and Customization Technologies](#), defines conditions under which Federal agencies may use session and persistent cookies, and categorizes them in “tiers” to identify their characteristics. You may control permissions for cookies on this or any other website by adjusting your individual browser settings for customized privacy protection – see <https://www.usa.gov/optout-instructions> for helpful guidance. You can still use Department websites if you do not accept the cookies, but you may be unable to use certain cookie-dependent features.

We use a session cookie so the user can view open positions and enter data into a form on the site to apply for open FBI positions. This session cookie does not track any user data, and when the session is over it is rendered useless. When the user returns to the site, the user is issued another cookie with a random session ID that again becomes useless when the session is completed.

Our websites and emails may also use Google Analytics through web beacons to compile statistics about site usage. We do not use Google Analytics to collect personally identifiable information about visitors. We do not use Google Analytics to track individual user-level activity on the Internet outside of the FBIJobs.gov and FBICG websites; or cross-reference any data gathered from Google against PII to determine individual user-level online activity. We use aggregated data collected by Google Analytics to measure website performance, customize user experience, and make improvements to the website. Google Analytics also collects automatically generated data from emails that we send subscribers who have opted in and consented to receiving emails, to determine whether our subscribers have received/opened those emails and/or clicked on links in those emails. The data collected is automatically sent to Google’s system and the system immediately aggregates the data. Google does not have access and may not use collected data for commercial purposes. We may use the aggregated data to share with our partners and contractors to help improve visitor experiences. Data is only retained for as long as is needed for proper analysis and optimization of the websites.

Please review Google Analytics’ privacy policy for additional information. You can use the Google Analytics Opt-Out Browser Add-on to disable Google Analytics. You can still access our websites if you opt out of Google Analytics.

Similarly, our websites may use Mouseflow to collect aggregate non-identifiable information such as cursor movement, scroll, and clicks within our website to better inform our team on the site’s user experience and make improvements to the website. Mouseflow does not collect IP address or keystrokes, nor does it identify you. Please review Mouseflow’s privacy policy for additional information. You can opt out at <https://mouseflow.com/opt-out>. You can still access our website if you opt out.