SMALL BUSINESS ADMINISTRATION HEADQUARTERS SERVICES SYSTEMS
(HQDSS)
PRIVACY IMPACT ASSESSMENT

Name of Project: Headquarters Services Systems (HQDSS)

Project's Unique ID:

Once the PIA is completed and the signature approval page is signed, please provide copies of the PIA to the following:

- SBA IT Security Manager
- SBA OCIO IT Portfolio Division
- SBA Privacy Act Officer

Do not email the approved PIA directly to the Office of Management and Budget email address identified on the Exhibit 300 form. One transmission will be sent by the OCIO Portfolio Management Division

Also refer to the signature approval page at the end of this document.

A. CONTACT INFORMATION:

1) Who is the person completing this document?

Austin Porter, IT Specialist
(202) 205-7166
Austin.porter@sba.gov

2) Who is the System Owner?

(1) Christine Liu, Chief Information Officer

3) Who is the System Manager for this system or application?

(1) Office of Information Systems Support (Ronald D. Whalen, OCIO)

4) Who is the IT Security Manager who reviewed this document?

David L. McCauley

5) Who is the Bureau/Office Privacy Act Officer who reviewed this document?

Ethel Matthews

6) **Who is the Reviewing Official?** (According to OMB, this the agency IO or other agency head designee who is other than the official procuring the system or the official who conducts the PIA).

Christine H. Liu

B. PIA PROCESS APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals? No

The HQDSS does not contain any personally identifiable information (PII). The HQDSS is part of the IT infrastructure that exists to support the electronic collection, transmission, analysis, and storage of PII used by individual SBA programs. The individual applications for those SBA programs reside on the HQDSS. The HQDSS provides the physical media for storage of information (hard drives) and a method for formatting, operating, and storage of databases (Oracle & Sybase Database Management Systems); however, the collection, processing and dissemination of PII are solely governed by the individual SBA programs and are discussed in the PIAs for those programs. Each program that uses the HQDSS Infrastructure has completed its own PIA that describes the PII collected and the reasons for collection. Please refer to the PIA for the specific SBA programs you are interested in to learn what PII that program collects.

a. Is this information identifiable to the individual!?

N/A

b. Is the information about individual members of the public?'

N/A

c. Is the information about employees?

N/A

2) What is the purpose of the HQDSS?

The HQDSS is comprised of various hardware platforms and software systems that are used to host system applications that support SBA program offices. The HQDSS is part of the IT infrastructure that exists to support the electronic collection, transmission, analysis, and storage of PII used by individual SBA programs.

3) What legal authority authorizes the purchase or development of this PIA?
N/A

2

C. DATA in the PROCESS:

1) What personally identifiable information will be collected?
The HQDSS does not contain any personally identifiable information (PII).

Why is this personally identifiable information being collected?
> N/A

2) Accuracy, Timeliness, and Reliability

a. **How will data collected from sources other than SBA records be verified for accuracy?**

> N/A

b. **How will data be checked for completeness?**

> N/A

c. **Is the Data Current?** What steps or procedures are taken to ensure the data is current and not out-of–date? Name the document (e.g., data models)

> N/A

d. **Are the data elements described in detail and documented?** If Yes, What is the name of the document?

> N/A

D. ATTRIBUTES OF THE DATA

1) Is the use of the data both relevant and necessary to the purpose for which the process is being designed?

> N/A

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

> N/A

3) Will the new data be placed in the individual's record?

> N/A

3

4) **Can the system make determinations about employees/public that would not be possible without the new data?**

N/A

5) **How will the new data be verified for relevance and accuracy?**
N/A

6) **If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?**
N/A

7) **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access through the process?** Explain.

N/A

8) **How will the data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**

N/A

9) **What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

N/A

10) **What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses)., and how individuals can grant consent.)**

N/A

E.   **MAINTENANCE AND ADMINISTRATIVE CONTROLS**

1)   **If the information in the process operated in more that one site, how will consistent use of the date be maintained in all sites?**
N/A

2)   **What are the retention periods of data in the system?**
N/A

3) **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? 'Where are the procedures documented?**
N/A

4) **Are the systems in the process using technologies in ways that the SBA has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**
N/A

5) **How does the use of this technology affect public/employee privacy?**
N/A

6) **Will this system in the process provided the capability to identify, locate, and monitor individuals? If yes, explain**
N/A

7) **What kinds of information are collected as a function of the monitoring of individuals?**
N/A

8) **What controls will be used to prevent unauthorized monitoring?**
N/A

9) **Under which Privacy Act systems of records notice does the system operate? Provide number and name**
N/A

10) **If the system is being modified, will the Privacy Act Systems of records notice require amendment or revision? Explain.**
N/A

F **ACCESS TO DATA:**

1) **Who will have access to the data in the System?** (e.g. contractors, users, managers, system administrators, developers, tribes, other)

N/A

2) **How is access to the data by a user determined?** Are criteria, procedures, controls and responsibilities regarding access documented?

N/A

3) **Will users have access to all data on the system or will the user's access be restricted? Explain**

N/A

4) **What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?**

N/A

5) **Are contractors involved with the design and development of the: system and will they be involved with the maintenance of the system?** If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?

N/A

6) **Do other systems share data or have access to the data in the system? If yes, explain.**

N/A

7) **Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

N/A

8) **Will other agencies share data or have access to the data in this: system?**

N/A

9) **How will the data be used by the other agency?**

N/A

10) **Who is responsible for assuring proper use of the data?**

N/A

See Attached Approval Page

SBA HQDSS PIA

The Following Officials Have Approved This Document

1) _____ (Signature)   8/6/2007 (Date)

Name: **Ronald D. Whalen**

Title: System Owner/Project Manager

2) _____ (Signature)   8/15/07 (Date)

Name: **David L. McCauley**

Title: Chief Information Security Officer

_____ (Signature)   8/16/07 (Date)

Name: **Christine H. Liu**

Title: Chief Privacy Officer