



Privacy Impact Assessment
for the

<<ADD Component NAME>>

<<ADD Publication Date>>

Contact Point

<<ADD Type Contact Person>>

<<ADD Program/Agency/Office>>

<<ADD Component/Directorate>>

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Introduction

<< ADD Introduction Here >>

Section 1.0 **The System and the Information Collected and Stored within the System.**

The following questions are intended to define the scope of the information in the system, specifically the nature of the information and the sources from which it is obtained.

1.1 What information is to be collected?

<< ADD Answer Here >>

1.2 From whom is the information collected?

<< ADD Answer Here >>

Section 2.0 **The Purpose of the System and the Information Collected and Stored within the System.**

The following questions are intended to delineate clearly the purpose for which information is collected in the system.

2.1 Why is the information being collected?

<< ADD Answer Here >>

2.2 What specific legal authorities, arrangements, and/or agreements authorize the collection of information?

<< ADD Answer Here >>

2.3 Privacy Impact Analysis: Given the amount and type of information collected, as well as the purpose, discuss what privacy risks were identified and how they were mitigated.

<< ADD Answer Here >>

Section 3.0

Uses of the System and the Information.

The following questions are intended to clearly delineate the intended uses of the information in the system.

3.1 Describe all uses of the information.

<< ADD Answer Here >>

3.2 Does the system analyze data to assist users in identifying previously unknown areas of note, concern, or pattern? (Sometimes referred to as data mining.)

<< ADD Answer Here >>

3.3 How will the information collected from individuals or derived from the system, including the system itself be checked for accuracy?

<< ADD Answer Here >>

3.4 What is the retention period for the data in the system? Has the applicable retention schedule been approved by the National Archives and Records Administration (NARA)?

<< ADD Answer Here >>

3.5 Privacy Impact Analysis: Describe any types of controls that may be in place to ensure that information is handled in accordance with the above described uses.

<< ADD Answer Here >>

Section 4.0

Internal Sharing and Disclosure of Information within the System.

The following questions are intended to define the scope of sharing both within the Department of Justice and with other recipients.

4.1 With which internal components of the Department is the information shared?

<< ADD Answer Here >>

4.2 For each recipient component or office, what information is shared and for what purpose?

<< ADD Answer Here >>

4.3 How is the information transmitted or disclosed?

<< ADD Answer Here >>

4.4 Privacy Impact Analysis: Given the internal sharing, discuss what privacy risks were identified and how they were mitigated.

<< ADD Answer Here >>

Section 5.0

External Sharing and Disclosure

The following questions are intended to define the content, scope, and authority for information sharing external to DOJ which includes foreign, Federal, state and local government, and the private sector.

5.1 With which external (non-DOJ) recipient(s) is the information shared?

<< ADD Answer Here >>

5.2 What information is shared and for what purpose?

<< ADD Answer Here >>

5.3 How is the information transmitted or disclosed?

<< ADD Answer Here >>

5.4 Are there any agreements concerning the security and privacy of the data once it is shared?

<< ADD Answer Here >>

5.5 What type of training is required for users from agencies outside DOJ prior to receiving access to the information?

<< ADD Answer Here >>

5.6 Are there any provisions in place for auditing the recipients' use of the information?

<< ADD Answer Here >>

5.7 Privacy Impact Analysis: Given the external sharing, what privacy risks were identified and describe how they were mitigated.

<< ADD Answer Here >>

**Section 6.0
Notice**

The following questions are directed at notice to the individual of the scope of information collected, the opportunity to consent to uses of said information, and the opportunity to decline to provide information.

6.1 Was any form of notice provided to the individual prior to collection of information? If yes, please provide a copy of the notice as an appendix. (A notice may include a posted privacy policy, a Privacy Act notice on forms, or a system of records notice published in the Federal Register Notice.) If notice was not provided, why not?

<< ADD Answer Here >>

6.2 Do individuals have an opportunity and/or right to decline to provide information?

<< ADD Answer Here >>

6.3 Do individuals have an opportunity to consent to particular uses of the information, and if so, what is the procedure by which an individual would provide such consent?

<< ADD Answer Here >>

6.4 Privacy Impact Analysis: Given the notice provided to individuals above, describe what privacy risks were identified and how you mitigated them.

<< ADD Answer Here >>

Section 7.0 Individual Access and Redress

The following questions concern an individual's ability to ensure the accuracy of the information collected about him/her.

7.1 What are the procedures which allow individuals the opportunity to seek access to or redress of their own information?

<< ADD Answer Here >>

7.2 How are individuals notified of the procedures for seeking access to or amendment of their information?

<< ADD Answer Here >>

7.3 If no opportunity to seek amendment is provided, are any other redress alternatives available to the individual?

<< ADD Answer Here >>

7.4 Privacy Impact Analysis: Discuss any opportunities or procedures by which an individual can contest information contained in this system or actions taken as a result of agency reliance on information in the system.

<< ADD Answer Here >>

Section 8.0 Technical Access and Security

The following questions are intended to describe technical safeguards and security measures.

8.1 Which user group(s) will have access to the system?

<< ADD Answer Here >>

8.2 Will contractors to the Department have access to the system? If so, please submit a copy of the contract describing their role with this PIA.

<< ADD Answer Here >>

8.3 Does the system use “roles” to assign privileges to users of the system?

<< ADD Answer Here >>

8.4 What procedures are in place to determine which users may access the system and are they documented?

<< ADD Answer Here >>

8.5 How are the actual assignments of roles and rules verified according to established security and auditing procedures?

<< ADD Answer Here >>

8.6 What auditing measures and technical safeguards are in place to prevent misuse of data?

<< ADD Answer Here >>

8.7 Describe what privacy training is provided to users either generally or specifically relevant to the functionality of the program or system?

<< ADD Answer Here >>

8.8 Is the data secured in accordance with FISMA requirements? If yes, when was Certification & Accreditation last completed?

<< ADD Answer Here >>

8.9 Privacy Impact Analysis: Given access and security controls, what privacy risks were identified and describe how they were mitigated.

<< ADD Answer Here >>

Section 9.0 Technology

The following questions are directed at critically analyzing the selection process for any technologies utilized by the system, including system hardware, RFID, biometrics and other technology.

9.1 Were competing technologies evaluated to assess and compare their ability to effectively achieve system goals?

<< ADD Answer Here >>

9.2 Describe how data integrity, privacy, and security were analyzed as part of the decisions made for your system.

<< ADD Answer Here >>

9.3 What design choices were made to enhance privacy?

<< ADD Answer Here >>

Conclusion

The concluding section should inform the reader, in summary fashion, how you constructed your system, program, rule, or technology based on privacy risks and mitigation strategies.

<< ADD Conclusion Here >>

Responsible Officials

<< ADD Privacy Officer/Project Manager >>

Department of Justice

Approval Signature Page

_____ <<Sign Date>>

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Department of Justice