



Privacy Impact Assessment

Easements

Revision: 1.0

Natural Resource Conservation Service

Date: October, 2007

Sensitive But Unclassified/Sensitive Security Information – Disseminate on a Need-To-Know Basis Only

Template Release 070606

USDA PRIVACY IMPACT ASSESSMENT FORM

Agency: Natural Resources Conservation Service

System Name: Easements

System Type: **Major Application**
 General Support System
 Non-major Application

System Categorization (per FIPS 199): **High**
 Moderate
 Low

Description of the System:

The Easements Application allows for managing and tracking legacy information about environmental easements for the Wetland Reserve Program (WRP) and the Farm and Ranch Land Protection Program (FRPP), and for creating, managing, and tracking new easements under these programs.

Who owns this system? (Name, agency, contact information)

Wendall Oaks, Branch Chief, ITC, USDA-NRCS, Wendall.Oaks@ftc.usda.gov, (970)-295-5479

Who is the security contact for this system? (Name, agency, contact information)

Chuck Hart, Information System Security Manager, USDA-NRCS,
Chuck.Hart@ftc.usda.gov, (970) 295-5550.

Who completed this document? (Name, agency, contact information)

Ray Coleman, Systems Security Analyst, USDA NRCS Contractor,
Ray.Coleman@ftc.usda.gov, (970)-295-5570.

DOES THE SYSTEM CONTAIN INFORMATION ABOUT INDIVIDUALS IN AN IDENTIFIABLE FORM?

Indicate whether the following types of personal data are present in the system

| QUESTION 1 | Citizens | Employees |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| Does the system contain any of the following type of data as it relates to individual: | | |
| Name | Yes | Yes |
| Social Security Number | No | No |
| Telephone Number | Yes | Yes |
| Email address | Yes | Yes |
| Street address | Yes | Yes |
| Financial data | Yes | No |
| Health data | No | No |
| Biometric data | No | No |
| QUESTION 2 | No | No |
| Can individuals be uniquely identified using personal information such as a combination of gender, race, birth date, geographic indicator, biometric data, etc.? | | |
| NOTE: 87% of the US population can be uniquely identified with a combination of gender, birth date and five digit zip code ¹ | | |
| Are social security numbers embedded in any field? | No | No |
| Is any portion of a social security numbers used? | No | No |
| Are social security numbers extracted from any other source (i.e. system, paper, etc.)? | No | No |



If all of the answers in Questions 1 and 2 are NO,

You do not need to complete a Privacy Impact Assessment for this system and the answer to OMB A-11, Planning, Budgeting, Acquisition and Management of Capital Assets, Part 7, Section E, Question 8c is:

3. No, because the system does not contain, process, or transmit personal identifying information.

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If any answer in Questions 1 and 2 is YES, provide complete answers to all questions below.

¹ Comments of Latanya Sweeney, Ph.D., Director, Laboratory for International Data Privacy Assistant Professor of Computer Science and of Public Policy Carnegie Mellon University To the Department of Health and Human Services On "Standards of Privacy of Individually Identifiable Health Information". 26 April 2002.

DATA COLLECTION

3. Generally describe the data to be used in the system.

Categories of Data:

1. Financial

- Accounting Information Type
- Payments Information Type - **(NRCS Easements does not pay individuals all payments are made via the National Finance Center (NFC)).**
- Funds Control Information Type
- Reporting and Information Information Type

2. Natural Resources

- Water Resource Management Information Type
- Conservation, Marine and Land Management Information Type

3. General Information

- Refers to Business contact information of customers and partners (i.e., name, phone #, email address)

NOTE#: As per NIST SP 800-60 volume II Rev 1, dated November 2007, page 5, the General Information type was added as a catch-all information type. As such, agencies may use this to identify additional information types not defined in the BRM and assign impact levels.

The USDA Natural Resources Conservation Service (NRCS) provides technical and financial support via Easements to help landowners with their wetland restoration efforts and purchase development rights to keep productive farms and rangelands in agricultural uses. Data being collected will be used to process NRCS grants for the restoration of land and/or the purchase of land with the intent of doing restoration.

4. Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President.

- Yes
 No

5. Sources of the data in the system.

Sources of data are:

- SCIMS DB
- National Finance Center (NFC) - Payment status

5.1. What data is being collected from the customer?

- Public
- Financial

Additional, categorization of information can be referenced in the Security Categorization Document (SCD) in CoLab.

5.2. What USDA agencies are providing data for use in the system?

- NRCS
- NFC
- FSA administered SCIMS database – co-owned with NRCS, RD.

NOTE: Easements is using a FS developed web service to communicate with NFC, but FS is not supplying any data.

5.3. What state and local agencies are providing data for use in the system?

- State Conservation Districts

5.4. From what other third party sources is data being collected?

- Federal Partners – **NOTE**** Easements has several Federal Partners for additional information contact the system Owner listed above. **

6. Will data be collected from sources outside your agency? For example, customers, USDA sources (i.e. NFC, RD, etc.) or Non-USDA sources.

- Yes
 No. If NO, go to question 7

6.1. How will the data collected from customers be verified for accuracy, relevance, timeliness, and completeness?

There is a trusted relationship between the Conservation Districts (CD) and NRCS, which is documented via Memorandum of Understanding. CDs are responsible for ensuring all data is accurate when collected.

6.2. How will the data collected from USDA sources be verified for accuracy, relevance, timeliness, and completeness?

There are three people needed to approve payment and for payment obligations.

6.3. How will the data collected from non-USDA sources be verified for accuracy, relevance, timeliness, and completeness?

Status of transactions is sent back to NRCS form NFC. No verification is needed.

Status only!

DATA USE

7. Individuals must be informed in writing of the principal purpose of the information being collected from them. What is the principal purpose of the data being collected?

- Conservation Planning
- Conservation Delivery

NOTE: The USDA Natural Resources Conservation Service (NRCS) provides technical and financial support via Easements to help landowners with their wetland restoration efforts and purchase development rights to keep productive farms and ranchlands in agricultural uses. Data being collected will be used to process NRCS grants for the restoration of land and/or the purchase of land with the intent of doing restoration.

8. Will the data be used for any other purpose?

- Yes
 No. If NO, go to question 9

8.1. What are the other purposes?

9. Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President

- Yes
 No

10. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected (i.e. aggregating farm loans by zip codes in which only one farm exists.)?

- Yes
 No. If NO, go to question 11

10.1. Will the new data be placed in the individual's record (customer or employee)?

- Yes
 No

10.2. Can the system make determinations about customers or employees that would not be possible without the new data?

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- Yes
 No

10.3. How will the new data be verified for relevance and accuracy?

11. Individuals must be informed in writing of the routine uses of the information being collected from them. What are the intended routine uses of the data being collected?

The USDA Natural Resources Conservation Service (NRCS) provides technical and financial support via Easements to help landowners with their wetland restoration efforts and purchase development rights to keep productive farms and ranchlands in agricultural uses. Data being collected will be used to process NRCS grants for the restoration of land and/or the purchase of land with the intent of doing restoration.

12. Will the data be used for any other uses (routine or otherwise)?

- Yes
 No. If NO, go to question 13

12.1. What are the other uses?

NRCS will be reporting to congress the status of all payments made.

13. Automation of systems can lead to the consolidation of data – bringing data from multiple sources into one central location/system – and consolidation of administrative controls. When administrative controls are consolidated, they should be evaluated so that all necessary privacy controls remain in place to the degree necessary to continue to control access to and use of the data. Is data being consolidated?

- Yes
 No. If NO, go to question 14

13.1. What controls are in place to protect the data and prevent unauthorized access?

Easement will inherit Access Control from Active Directory, ZRoles and Roles based access within the Easements application.

14. Are processes being consolidated?

- Yes
 No. If NO, go to question 15

14.1. What controls are in place to protect the data and prevent unauthorized access?

DATA RETENTION

15. Is the data periodically purged from the system?

- Yes
 No. If NO, go to question 16

15.1. How long is the data retained whether it is on paper, electronically, in the system or in a backup?

- Data is maintained for the life of the easement and for historical purposes to enable reports to Congress.

15.2. What are the procedures for purging the data at the end of the retention period?

- N/A

15.3. Where are these procedures documented?

- N/A

16. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

- For the life of an easement, annual monitoring is used to ensure all requirements of the easement are being upheld.

17. Is the data retained in the system the minimum necessary for the proper performance of a documented agency function?

- Yes
 No

DATA SHARING

18. Will other agencies share data or have access to data in this system (i.e. international, federal, state, local, other, etc.)?

- Yes
 No. If NO, go to question 19

18.1. How will the data be used by the other agency?

- Processing of financial transactions to NFC.

18.2. Who is responsible for assuring the other agency properly uses of the data?

NRCS and NFC each have the individual responsibility to adhere to organizational and departmental policies and procedures and establish agreements between stake holders.

19. Is the data transmitted to another agency or an independent site?

- Yes
 No. If NO, go to question 20

19.1. Is there the appropriate agreement in place to document the interconnection and that the PII and/or Privacy Act data is appropriately protected?

NRCS and NFC each have the responsibility to identify and categorize the type of information processed and certify and accredit their portion of LSGP.

20. Is the system operated in more than one site?

- Yes
 No. If NO, go to question 21

20.1. How will consistent use of the system and data be maintained in all sites? Primary and Failover Easement Systems will be operated in two different USDA Data Centers in an Active-Passive stance.

DATA ACCESS

21. Who will have access to the data in the system (i.e. users, managers, system administrators, developers, etc.)?

Only NRCS users and affiliates with a valid need to know. Although, users have a valid need to know there will a separation of duties for users that are able to view, update and approve transactions.

22. How will user access to the data be determined?

Access to Easements is for NRCS employees and affiliates who have assigned areas of responsibility within the Easement programs (currently WRP and FRPP).

22.1. Are criteria, procedures, controls, and responsibilities regarding user access documented?

- Yes
 No

23. How will user access to the data be restricted?

Easement will inherit Access Control from Active Directory, ZRoles and Roles based access within the Easements application.

23.1. Are procedures in place to detect or deter browsing or unauthorized user access?

- Yes
 No

In order to prevent browsing and/or unauthorized access users are authenticated via active directory and authorized via ZRoles. Additionally, Easements employs role based access and all users must be assigned to a specific Role in order to use/access the easement application.

24. Does the system employ security controls to make information unusable to unauthorized individuals (i.e. encryption, strong authentication procedures, etc.)?

- Yes
 No

CUSTOMER PROTECTION

25. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface (i.e. office, person, departmental position, etc.)?

- NRCS

26. How can customers and employees contact the office or person responsible for protecting their privacy rights?

Customers and employees can contact the NRCS Security Response/Access Control Team via the NRCS 800 number and/or e-mail address. Additionally, each state has an Information System Security Point of Contact (ISSPOC) and a State Administrative Officer (SAO) that can be contacted at their Center or State Office.

27. A “breach” refers to a situation where data and/or information assets are unduly exposed. Is a breach notification policy in place for this system?

- Yes. If YES, go to question 28
 No

27.1. If NO, please enter the POAM number with the estimated completion date:

28. Consider the following:

- Consolidation and linkage of files and systems
- Derivation of data
- Accelerated information processing and decision making
- Use of new technologies

Is there a potential to deprive a customer of due process rights (fundamental rules of fairness)?

- Yes
 No. If NO, go to question 29

28.1. Explain how this will be mitigated?

29. How will the system and its use ensure equitable treatment of customers?

The system will only implement the rules and procedures contained with the appropriate Programs (WRP and FRPP). These programs have processes in place to ensure equitable treatment of customers.

30. Is there any possibility of treating customers or employees differently based upon their individual or group characteristics?

- Yes
 No. If NO, go to question 31

30.1. Explain

SYSTEM OF RECORD

31. Can the data be retrieved by a personal identifier? In other words, does the system actually retrieve data by the name of an individual or by some other unique number, symbol, or identifying attribute of the individual?

- Yes
 No. If NO, go to question 32

31.1. How will the data be retrieved? In other words, what is the identifying attribute (i.e. employee number, social security number, etc.)?

- SCIMS ID are used to retrieved data.

31.2. Under which Systems of Record notice (SOR) does the system operate? Provide number, name and publication date. (SORs can be viewed at www.access.GPO.gov)

Notice of Privacy Act System of Records by Owner, Operator or Producer Files (or Volunteer / Employee Files) USDA/NRCS-1.
http://www.nrcs.usda.gov/about/foia/408_45.html.

31.3. If the system is being modified, will the SOR require amendment or revision?

- No

TECHNOLOGY

32. Is the system using technologies in ways not previously employed by the agency (e.g. Caller-ID)?

Yes

No. If NO, the questionnaire is complete.

32.1. How does the use of this technology affect customer privacy?

Upon completion of this Privacy Impact Assessment for this system, the answer to OMB A-11, Planning, Budgeting, Acquisition and Management of Capital Assets, Part 7, Section E, Question 8c is:

1. Yes.

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THE OFFICE OF THE ASSOCIATE CHIEF INFORMATION OFFICE/CYBER SECURITY

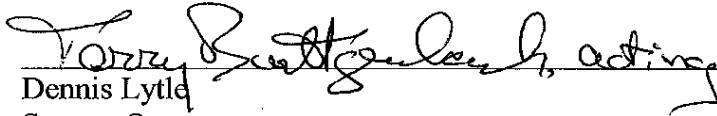
Privacy Impact Assessment Authorization Memorandum

I have carefully assessed the Privacy Impact Assessment for the

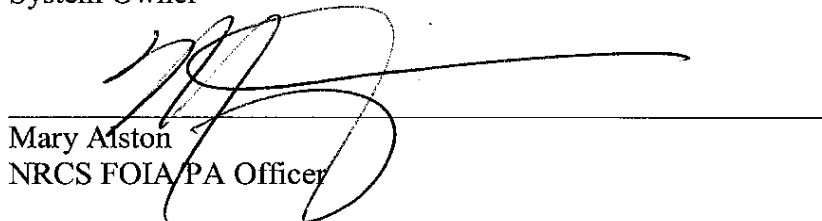
Natural Resource Conservation Service - Easements

This document has been completed in accordance with the requirements of the EGovernment Act of 2002.


We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.


Dennis Lytle
System Owner

7-8-08
Date


Mary Aston
NRCS FOIA/PA Officer

5-21-08
Date


Wendall R. Oaks
Acting NRCS CIO

5/22/08
Date