



Privacy Impact Assessment
for the

<<ADD Component NAME>>

<<ADD Publication Date>>

Contact Point

<<ADD Contact Person>>

<<ADD Program/Agency/Office>>

<<ADD Component >>

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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 >>

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 >>

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 >>

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 >>

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.

6.2 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 >>

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 >>

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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