PRIVACY REQUIREMENTS
DM 3515-000

TABLE OF CONTENTS

Page

**U.S. Department of Agriculture**
**Washington, D.C.**

| DEPARTMENTAL MANUAL | NUMBER:<br>3515-000 |
|---|---|

| SUBJECT:<br>  Privacy Requirements | DATE: February 17, 2005 |
|---|---|
|  | OPI:  OCIO, Cyber Security |

CHAPTER 3
GENERAL INFORMATION

1       PURPOSE

This Departmental Manual chapter establishes security policy and procedures for privacy within USDA.  Specifically, Part 1 of this chapter addresses security requirements with regard to the Privacy Act and the use of cookies at USDA Web sites.   Part 2 of this material addresses the Privacy Impact Assessment (PIA) and implements the requirement for addressing privacy during the systems development and revision process.  In addition, the material describes the steps required to complete a PIA on a project, and discusses some of the privacy issues a project must address when completing a PIA.

2       CANCELLATION

This Departmental Manual will be in effect until superseded.

3       REFERENCES

See Appendix B, CS Legal and Regulatory References

USDA Privacy Act Implementation, 7 C.F.R. 11 et seq;

USDA Freedom of Information Act Implementation, 7 C.F.R. 1.110 et seq;

4       SCOPE

This manual applies to all USDA agencies, programs, teams, organizations, appointees, employees and other activities.


5       ABBREVIATIONS

CIO              - Chief Information Officer
CS               - Cyber Security
DM               - Departmental Manual
DR               - Departmental Regulation
ITMRA            - Information Technology Management Reform Act
ISSPM            - Information Systems Security Program Manager
OCIO             - Office of the Chief Information Officer
OMB              - Office of Management & Budget
PA               - Privacy Act
PIA              - Privacy Impact Assessment
SLC              - System Life Cycle
SOR              - System of Records
USDA             - United States Department of Agriculture
WWW              - World Wide Web