

Alcohol and Tobacco Tax and Trade Bureau

Rockville Laboratory Imaging System (RLIS)

Privacy Impact Assessment

Information Collected and Purpose

The Alcohol and Tobacco Laboratory accepts completed Formula and Process for Non-beverage Product (NBA) and Formula and/or Process for Article Made with Specially Denatured Spirits (SDA) paper applications. The Rockville Laboratory Imaging System (RLIS) enables end users to link scanned image documents to specific NBA/SDA document information in the RLIS Oracle database.

RLIS only stores Personally Identifiable Information (PII) that has been included in submitted NBA and SDA applications by individuals. For individuals with direct access to RLIS, TTB also collects necessary PII to authenticate users and restrict permissions. RLIS associates these individuals with user-created user IDs and passwords.

Information Use and Sharing

RLIS stores names, email addresses, and phone numbers of those individuals who have provided that information on NBA and SDA applications. Designated and approved TTB employees have direct access to RLIS. All individuals receive different rights in RLIS according to their job roles and needs.

Information Consent

For an individual's PII to be in RLIS, he or she must have willingly and intentionally filled out and submitted an application which was transmitted to RLIS.

Information Protection

TTB will take appropriate security measures to safeguard PII and other sensitive data stored in RLIS. TTB will apply Department of the Treasury security standards, including but not limited to routine scans and monitoring, back-up activities, and background security checks of all TTB employees and contractors.

In addition, access to RLIS PII will be limited according to job function. TTB will control access privileges according to least privilege which is determined by their job roles and needs.

The following access safeguards will also be implemented:

- Passwords expire after a set period
- Accounts are locked after a set period of inactivity
- Minimum length of passwords is eight characters
- Passwords must be a combination of letters and numbers and symbols

- Accounts are locked after a set number of incorrect attempts