

[[Component Name]]

[Component Seal]

Privacy Impact Assessment
for the
[[System Name]]

Issued by:

[[Senior Component Official for Privacy (if designated, otherwise the component privacy point of contact)]]

Reviewed by: _____, Chief Information Officer, Department of Justice

Approved by: Nancy C. Libin, Chief Privacy and Civil Liberties Officer, Department of Justice

Date approved: [[Component to insert date of PIA approval]]

Department of Justice Privacy Impact Assessment
[Add Name of Component/Name of System]

Points of Contact and Signatures

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THIS PAGE IS FOR INTERNAL ROUTING PURPOSES AND DOCUMENTATION OF APPROVALS. UPON FINAL APPROVAL, COMPONENTS SHOULD REMOVE THIS PAGE PRIOR TO PUBLICATION OF THE PIA

[This PIA should be completed in accordance with the DOJ Privacy Impact Assessments Official Guidance (and any supplemental guidance) posted at <http://www.justice.gov/opcl/pia.htm>.]

Section 1: Description of the Information System

Provide a non-technical overall description of the system that addresses:

- (a) the purpose that the records and/or system are designed to serve;
- (b) the way the system operates to achieve the purpose(s);
- (c) the type of information collected, maintained, used, or disseminated by the system;
- (d) who has access to information in the system;
- (e) how information in the system is retrieved by the user;
- (f) how information is transmitted to and from the system;
- (g) whether it is a standalone system or interconnects with other systems (identifying and describing any other systems to which it interconnects); and
- (h) whether it is a general support system, major application, or other type of system.

The response should be written in plain language and should be as comprehensive as necessary to describe the system. If it would enhance the public's understanding of the system, please include system diagram(s).

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Section 2: Information in the System

2.1 Indicate below what information is collected, maintained, or disseminated. (Check all that apply.)

Identifying numbers					
Social Security	<input type="checkbox"/>	Alien Registration	<input type="checkbox"/>	Financial account	<input type="checkbox"/>
Taxpayer ID	<input type="checkbox"/>	Driver's license	<input type="checkbox"/>	Financial transaction	<input type="checkbox"/>

Identifying numbers					
Employee ID			Passport		
File/case ID			Credit card		
Other identifying numbers (specify):					

General personal data					
Name			Date of birth		
Maiden name			Place of birth		Financial info
Alias			Home address		Medical information
Gender			Telephone number		Military service
Age			Email address		Physical characteristics
Race/ethnicity			Education		Mother's maiden name
Other general personal data (specify):					

Work-related data					
Occupation			Telephone number		
Job title			Email address		Work history
Work address			Business associates		
Other work-related data (specify):					

Distinguishing features/Biometrics					
Fingerprints			Photos		
Palm prints			Scars, marks, tattoos		DNA profiles
Voice recording/signatures			Vascular scan		Retina/iris scans
Other distinguishing features/biometrics (specify):					

System admin/audit data					
User ID			Date/time of access		
IP address			Queries run		ID files accessed
Other system/audit data (specify):					

Other information (specify)					

2.2 Indicate sources of the information in the system. (Check all that apply.)

Directly from individual about whom the information pertains					
In person			Hard copy: mail/fax		
Telephone			Email		
Other (specify):					

Government sources					
Within the Component			Other DOJ components		
State, local, tribal			Foreign		
Other (specify):					

Non-government sources					
Members of the public			Public media, internet		
Commercial data brokers					
Other (specify):					

2.3 Analysis: Now that you have identified the information collected and the sources of the information, please identify and evaluate any potential threats to privacy that exist in light of the information collected or the sources from which the information is collected. Please describe the choices that the component made with regard to the type or quantity of information collected and the sources providing the information in order to prevent or mitigate threats to privacy. (For example: If a decision was made to collect less data, include a discussion of this decision; if it is necessary to obtain information from sources other than the individual, explain why.)

Section 3: Purpose and Use of the System

3.1 Indicate why the information in the system is being collected, maintained, or disseminated. (Check all that apply.)

Purpose

<input type="checkbox"/>	For criminal law enforcement activities	<input type="checkbox"/>	For civil enforcement activities
<input type="checkbox"/>	For intelligence activities	<input type="checkbox"/>	For administrative matters
<input type="checkbox"/>	To conduct analysis concerning subjects of investigative or other interest	<input type="checkbox"/>	To promote information sharing initiatives
<input type="checkbox"/>	To conduct analysis to identify previously unknown areas of note, concern, or pattern.	<input type="checkbox"/>	For administering human resources programs
<input type="checkbox"/>	For litigation		
<input type="checkbox"/>	Other (specify):		

3.2 Analysis: Provide an explanation of how the component specifically will use the information to accomplish the checked purpose(s). Describe why the information that is collected, maintained, or disseminated is necessary to accomplish the checked purpose(s) and to further the component's and/or the Department's mission.

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3.3 Indicate the legal authorities, policies, or agreements that authorize collection of the information in the system. (Check all that apply and include citation/reference.)

Authority	Citation/Reference
<input type="checkbox"/> Statute	
<input type="checkbox"/> Executive Order	
<input type="checkbox"/> Federal Regulation	
<input type="checkbox"/> Memorandum of Understanding/agreement	
<input type="checkbox"/> Other (summarize and provide copy of relevant portion)	

3.4 Indicate how long the information will be retained to accomplish the intended purpose, and how it will be disposed of at the end of the retention period. (Reference the applicable retention schedule approved by the National Archives and Records Administration, if available.)

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3.5 Analysis: Describe any potential threats to privacy as a result of the component's use of the information, and controls that the component has put into place to ensure that the information is handled, retained, and disposed appropriately. (For example: mandatory training for system users regarding appropriate handling of information, automatic purging of information in

accordance with the retention schedule, etc.)

Section 4: Information Sharing

4.1 Indicate with whom the component intends to share the information in the system and how the information will be shared, such as on a case-by-case basis, bulk transfer, or direct access.

Recipient	How information will be shared			
	Case-by-case	Bulk transfer	Direct access	Other (specify)
Within the component				
DOJ components				
Federal entities				
State, local, tribal gov't entities				
Public				
Private sector				
Foreign governments				
Foreign entities				
Other (specify):				

4.2 **Analysis: Disclosure or sharing of information necessarily increases risks to privacy. Describe controls that the component has put into place in order to prevent or mitigate threats to privacy in connection with the disclosure of information. (For example: measures taken to reduce the risk of unauthorized disclosure, data breach, or receipt by an unauthorized recipient; terms in applicable MOUs, contracts, or agreements that address safeguards to be implemented by the recipient to ensure appropriate use of the information – training, access controls, and security measures; etc.)**

Section 5: Notice, Consent, and Redress

5.1 Indicate whether individuals will be notified if their information is collected, maintained, or disseminated by the system. (Check all that apply.)

<input type="checkbox"/>	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 7.		
<input type="checkbox"/>	Yes, notice is provided by other means.	Specify how:	
<input type="checkbox"/>	No, notice is not provided.	Specify why not:	

5.2 Indicate whether and how individuals have the opportunity to decline to provide information.

<input type="checkbox"/>	Yes, individuals have the opportunity to decline to provide information.	Specify how:	
<input type="checkbox"/>	No, individuals do not have the opportunity to decline to provide information.	Specify why not:	

5.3 Indicate whether and how individuals have the opportunity to consent to particular uses of the information.

<input type="checkbox"/>	Yes, individuals have an opportunity to consent to particular uses of the information.	Specify how:	
<input type="checkbox"/>	No, individuals do not have the opportunity to consent to particular uses of the information.	Specify why not:	

5.4 Analysis: Clear and conspicuous notice and the opportunity to consent to the collection and use of individuals' information provides transparency and allows individuals to understand how their information will be handled. Describe how notice for the system was crafted with these principles in mind, or if notice is not provided, explain why not. If individuals are not provided the opportunity to consent to collection or use of the information, explain why not.

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Section 6: Information Security

<input type="checkbox"/>	Yes, and a system of records notice is in development.
<input type="checkbox"/>	No, a system of records is not being created.

7.2 Analysis: Describe how information in the system about United States citizens and/or lawfully admitted permanent resident aliens is or will be retrieved.

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