

Alcohol and Tobacco Tax and Trade Bureau

Dimensions

Privacy Impact Assessment

Information Collected and Purpose

Dimensions is the Bureau's configuration management tool and repository. TTB's custom application source, database, and documentation configuration items are version and lifecycle controlled within Dimensions. Additionally, TTB OCIO documents and other electronic assets that are subject to strict CM control are stored in Dimensions. Dimensions only stores Personally Identifiable Information (PII) in the form of contact information that has been provided in build or other documentation.

For individuals with direct access to Dimensions, TTB also collects necessary PII to authenticate users and restrict permissions. Dimensions associates these individuals with user-created user IDs and passwords.

Information Use and Sharing

As a configuration management tool, Dimensions stores names, phone numbers and email addresses of users who have provided that information in source code, system configuration documents, or other bureau policy or procedures documents. Designated and approved TTB employees have direct access to Dimensions. All individuals receive different rights in Dimensions according to their job roles and needs, and are required to authenticate before gaining access to Dimensions.

Information Consent

For an individual's PII to be in Dimensions, he or she must have consented to have their contact information provided in a document or source code.

Information Protection

TTB will take appropriate security measures to safeguard PII and other sensitive data stored in Dimensions. 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 Dimensions PII will be limited according to job function. TTB will control access privileges according to least privilege.

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