

**Overseas Private Investment Corporation  
Privacy Impact Assessment (PIA)**

**Overview**

**Date of this Submission:** September 8, 2006

**System Owner:** Mary Boomgard, Director, Environmental Affairs

**Department:** Office of Investment Policy

**Title of system or information collection:** Environmental Mailing List (EML)

**Is this system or information collection new or is an existing one being modified?** No

**Does this system collect, maintain, and/or disseminate information in identifiable form (IIF) about members of the public?** Yes

**Identifying Numbers (Use N/A, where appropriate)**

**Unique Project Identifier Number:** 184-20-02-00-01-4200-00-404-139

**System of Records Number:** N/A

**OMB Information Collection Approval Number and Expiration Date:** N/A

**Other Identifying Number(s):** N/A

**Description**

**1. Describe what information is to be collected (e.g., nature and source).**

The Environmental Mailing List (EML) enables OPIC to facilitate communication with interested and affected parties of non-business confidential information regarding the environmental impacts of major projects under consideration for OPIC insurance, finance, or investment by OPIC-supported funds. Interested members of the public can subscribe to OPIC's EML by submitting a short, online form via OPIC's web site.

OPIC collects and maintains information from subscribers, including their name, title, organization, and email address. The information in identifiable form (IIF) contained in the EML includes name and email address of the subscriber. This information is used by OPIC for the purposes of sending emails to interested subscribers. Subscribers are automatically informed when applications for projects requiring environmental impact assessments are submitted to OPIC. Subscribers may also be informed of any changes to OPIC's environmental procedures and guidelines. OPIC uses the EML to disseminate information related to environmental impact assessments and other environmentally related information that may be of interest to subscribers.

**2. Explain why the information is being collected.**

The EML collects and maintains the contact information (name, title, organization and email address) required to enable OPIC's Office of Investment Policy to effectively and efficiently execute its mission. This includes informing interested and affected parties whenever OPIC receives applications for projects that require an environmental impact assessment, and also informing them of other environmentally related information that may be of interest to them.

**3. Describe the intended use of the information, and explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**

The IIF contained within the EML form and database contains the minimum necessary data to provide interested and affected parties with information regarding a) applications for projects that require an environmental impact assessment, and b) other environmentally related information that OPIC deems of possible interest to subscribers.

**4. Identify with whom the agency will share the collected information.**

The information is maintained for OPIC internal use. IIF in the system is not disclosed to any party outside of OPIC.

**5. Describe any opportunities individuals have to decline to provide information (i.e., where providing information is voluntary), or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.**

Submitters are informed of the purposes and uses of the information, and the voluntary nature of the information collection, at the point of information collection (i.e., via electronic notice on OPIC's web form). There is no general opportunity to consent to particular uses of information because the information contained in the system is used only for the purposes stated on the web site/form.

**6. Describe how the information will be secured (e.g., administrative and technological controls).**

Access to the IIF in the system is restricted by computer-based access controls. The system that houses EML data is secured within OPIC's local area network, which is in compliance with administrative, technical, and physical security controls commensurate with its level of sensitivity. Persons accessing the system externally are only able to submit their own information as described above. Access to the system from within OPIC is limited to employees on a need-to-know basis based on security privileges (username and password). All data are safeguarded in accordance with applicable government-wide guidelines and OPIC's Information Systems Security Program.

**7. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing *Privacy Act* system of records notice under which the records will be maintained.**

No *Privacy Act* system of records is required for this information collection.

**8. Describe the choices the agency made regarding this IT system or collection of information as a result of performing the PIA.**

Because the system and information collection were in operation at the time the PIA was conducted, OPIC made no choices regarding the IT system or the information collection as a result of performing the PIA. Additionally, OPIC implemented no post-implementation changes to its systems or information collection procedures as a result of performing the PIA.