

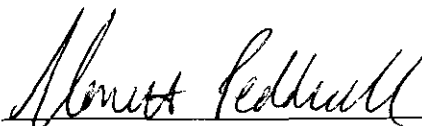
Privacy Impact Assessment

for the

Consolidated Debt Collection System (CDCS)

Certifications:

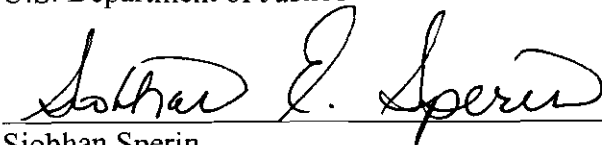
I certify that this Privacy Impact Assessment conforms to the principles of OMB Memorandum M-03-22, and that the assessed system is in compliance with Section 208 of the E-Government Act of 2002 (Pub. L. 107-347).



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7/6/06
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System Description: The Consolidated Debt Collection System (CDCS) is an automated system to track and manage the debt collection and financial litigation efforts conducted by the U.S. Attorney Offices (USAOs), (including the private counsel), five Department of Justice (DOJ) litigating divisions, and the Office of Debt Collection Management. CDCS will allow the Department to move from the current environment where multiple systems (CLASS, TALON, litigating division systems, etc.) are used by different organizations with debt collection responsibilities to a new environment where all of these organizations use a single, standard system.

The CDCS is currently developmental.

System Purpose: The DOJ is the Federal Government's "collector of last resort". It collects on court-ordered judgments, contractual agreements and settlement agreements, on behalf of the Treasury and program agencies, as well as on behalf of other aggrieved parties, such as state governments. It is responsible for suing debtors who have reneged on their responsibilities to repay their debts, as well as ensuring the timely collection of current judgments and settlements. Such debts arise under the myriad of federal programs pursuant to which federal agencies loan money directly, or guarantee or ensure loans from private financial institutions, or to collect amounts due the United States from fees, leases, services, overpayments, civil penalties, and other similar sources. In addition, DOJ must enforce the financial judgments entered by the courts as the result of criminal litigation.

The CDCS is an automated system to track and manage the debt collection and financial litigation efforts conducted by the U.S. Attorney Offices, (including private counsel), five DOJ litigating divisions, and the Office of Debt Collection Management. High-level application functions include generation of litigation documents and debtor correspondence, financial calculations to track the payments on a debt as well as maintain a current balance, generation of billing statements for debtors, identification of debtors to be enrolled in the Treasury Offset Program, and generation of national reports for inclusions in statistical findings for the Office of Management and Budget (OMB) and the Congress. In the course of serving this purpose, the CDCS system must collect and maintain certain personal information which identifies federal debtors.

Assessment:

1. What information is to be collected?

A clear relationship has been established between the personal information to be collected and the CDCS system operational requirements. The personal information to be collected

is pertinent to the stated CDCS purpose and only information that is required is collected. The personal information to be collected and maintained by CDCS system is:

- a) Full name, including the use of an alias
- b) Address information for both home and work. Including,
 - 1) street address, phone, cell phone, email address, fax number, pager number
- c) If available,
 - 1) Date of birth
 - 2) Social Security Number / Taxpayer Identification Number
 - 3) Employer
 - 4) Property addresses

2. Why is the information being collected?

The CDCS collects personal information to track and correspond with debtors, as well as to locate and collect debtor assets. The personal information is necessary to properly track and collect fines and other debts owed to the Department of Justice, other Government agencies, and 3rd parties.

3. What is the intended use of the information?

The information will be used by the DOJ and its Contractor to perform the following services:

- To correspond with debtors through the generation and mailing of documents, email correspondence, or phone calls
- To locate and track debtors and debtor assets, performing skip trace activities as necessary to resolve returned mail or wrong numbers
- To effectively enforce the collection of debts through such methods as garnishment, liens and Treasury Offset
- To identify debtors owing more than one debt

4. With whom will the information be shared?

Access to CDCS is limited to authorized users of the System. The personal information will be shared only with cleared and authorized users having a legitimate need to know and in support of the primary purposes for collecting this information. Outside of the Department of Justice, the debtor information, specifically updates to this information, may be shared with the referring government agencies from whom the debts originated, including but not limited to the Department of Education, Internal Revenue Service, and Veterans Affairs. Additionally, Private Counsel users, a program run by Justice Management Division (JMD) that contracts with private law firms to support the USAOs

in the collection of civil debts, will be authorized users of CDCS, and as such will receive appropriate background checks/security clearances and be held to the privacy and security requirements of the Department of Justice in the handling of information collected through CDCS.

5. What opportunities will individuals have to decline to provide information or to consent to particular uses of the information, and how individuals can grant consent?

As the personal information is required for litigation, individuals have no opportunity to decline to provide or to consent to particular uses of the information.

6. How will the information be secured?

The information is secured with management, operational, and technical controls as delineated by NIST Special Publication 800-53 *Recommended Security Controls for Federal Information Systems*. The applied system category control set is **moderate** as defined by NIST Special Publication 800-60 *Guide for Mapping Types of Information and Information Systems to Security Categories*. The system will be certified and accredited for control compliance as well as adherence to industry security best practices and mitigation of risk due to technical vulnerabilities.

The potential risk for unauthorized disclosure of personal information is mitigated by

- ▶ limiting the number of authorized system users,
- ▶ performing background investigations on candidate users,
- ▶ providing initial and annual system security training,
- ▶ vetting Freedom of Information Act (FOIA) requests,
- ▶ limiting physical access to the system,
- ▶ utilizing least-privilege restrictions based on user role,
- ▶ robust malicious software management,
- ▶ timely installation of security patches,
- ▶ monitoring network activity with a continuously monitored intrusion detection System,
- ▶ encrypting data during remote transmission,
- ▶ encrypting personal data during storage, and
- ▶ utilizing separation of duties to limit data access.

7. Is the system of records being created under the Privacy Act, 5 U.S.C. 552a?

Yes, a system of records is being created with the collection of information by CDCS. The information collected and maintained by CDCS is governed by the Privacy Act. The

information may be disclosed without the individual's consent, but only as permitted by the Privacy Act, the Freedom of Information Act, and in accordance with established CDCS system policy and procedure.