Office of Privacy & Open Government **Department of Commerce** Privacy Impact Assessment (PIA) Flowchart SAOP/CPO Staff 1) SAOP/CPO staff sends 90-day courtesy email that PTA/PIA is required and schedules PIA CRB meeting BCPO or Designee 2) BCPO or designee confirms that SO/ISSO has been notified to complete PTA/PIA 5a) Sends PTA to BCPO or designee for inclusion in the A&A Package SO/ISSO 3) SO/ISSO completes PTA 4) Is a PIA required? assessment 5b) Completes PIA and ends PTA/PIA to BCPO or designee 8a) Sends back to 3 **BCPO** or Designee 6) BCPO or 7) Does PTA/PIA designee receives and reviews the PTA/PIA **8b**) Submits PTA, PIA, and Controls Assessment Worksheet to SAOP/CPO staff (CPO@doc.gov) No 14a) SAOP provides concurrence of PIA and CPO staff posts PTA/PIA to DOC privacy website within 3 working days 11a) Conducts PIA CRB meeting SAOP/CPO Staff 13a) Are any final changes to PIA needed? 10) Has BCPO confirmed availability for scheduled PIA 9) SAOP/CPO staff 12) Did SAOP determine privacy risks to be acceptable? receives and reviews the PTA/PIA CRB date? 13b) Identifies conditions for 14b) Requests for BCPO to make final 11b) Sends ATO/PIA concurrence (e.g., POA&Ms, limited ATO, heduling notice to BCPO updates to PIA removal of PII from system) 17a) Re-routes revised PIA for new signatures **BCPO** or Designee 16) Were there 15) BCPO or designee substantial updates makes final updates as requiring new signatures prescribed by PIA CRB 17b) Re-submits revised PIA to SAOP/CPO staff 20a) SAOP provides concurrence and PTA/PIA are posted SAOP/CPO Staff 18) SAOP/CPO staff 19) SAOP reviews to determine approval receives and reviews the PTA/PIA

20b) SAOP provides nonconcurrence and issues written notification