

Admin PIA Template

[[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)]]

Approved by: Erika Brown Lee, Chief Privacy and Civil Liberties Officer, Department of Justice

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

(May 2015 DOJ Admin PIA)

Points of Contact and Signatures

<p>COMPONENT PRIVACY POINT OF CONTACT (POC)</p> <p>Name: Office: Phone: Bldg./Room Number: Email: </p>	<p>PIA AUTHOR (if different from POC)</p> <p>Name: Office: Phone: Bldg./Room Number: Email: </p>
<p>SECURITY REVIEW OFFICIAL (Component CIO/OBD Executive Officer/OCIO Staff Director/JMD Staff Director)</p> <p>Name: Office: Phone: Bldg./Room Number: Email: </p> <p>Signature: _____</p> <p>Date signed: _____</p>	<p>SENIOR COMPONENT OFFICIAL FOR PRIVACY (if designated; otherwise POC)</p> <p>Name: Office: Phone: Bldg./Room Number: Email: </p> <p>Signature: _____</p> <p>Date signed: _____</p>

<p>DOJ PIA APPROVING OFFICIAL</p> <p>Erika Brown Lee Chief Privacy and Civil Liberties Officer, Assistant Deputy Attorney General U.S. Department of Justice (202) 514-2101</p> <p>Signature: _____</p> <p>Date signed: _____</p>
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<p>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.</p>

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>. The following questions are intended to define the scope of the information in the system, specifically the nature of the information and the sources from which it is obtained. The responses should be written in plain language and should be as comprehensive as necessary to describe the system.

EXECUTIVE SUMMARY

The executive summary is a short paragraph that should describe the system and the PIA. The paragraph should consist of three or four sentences and should include the following information:

- Name of the component and system, technology, program, or pilot (hereinafter referred to as “system”) and a brief description of the system and its function;
- The purpose of the system; and
- An explanation of why a PIA was conducted. This sentence should explain the information in identifiable form that is collected, maintained, or disseminated by the system; and the context for why the system may be privacy sensitive.

Section 1: The Type and Purpose of System and Information Collected and Stored within the System:

1.1 What is the purpose for which the records and/or system were designed to serve for the agency?

| _____ |

1.2 What information in identifiable form (IIF) is made available or is to be collected, maintained, used or disseminated by the system (e.g., identifying numbers, general personal data, work-related data, distinguishing features/biometrics, system admin and user data)?

| _____ |

1.3 About whom (e.g., government employees, members of the public, individuals associated with investigations) and from whom is the IIF collected (e.g., directly from individual about whom the information pertains, government or non-government sources)?

| _____ |

Section 2: The Uses and Sharing of Information Collected and Stored within the System:

- 2.1 What are all the Department’s intended uses of the IIF collected (e.g., criminal law enforcement, intelligence matters, civil enforcement, administrative matters, public affairs, or human resources)?**
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- 2.2 Describe why the information that is collected, maintained, or disseminated is necessary to accomplish the intended uses described above and to further the component’s and/or the Department’s mission. Indicate legal authorities, policies, or agreements that authorize collection of the information in the system.**
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- 2.3 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 or necessary.**
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- 2.4 With whom does the component intend to share the information in the system (e.g., within the component, other Department components, foreign/federal/state/local authorities, public, etc.) and how will the information be shared (e.g., case-by-case basis, bulk transfer, or direct access)?**
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- 2.5 Are there any potential threats to privacy that exist in light of the information collected or shared? 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.**
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Section 3: The Security of the Information Collected and Stored within the System:

- 3.1 What controls has the component put into place to ensure that the information is handled, retained, and disposed appropriately (e.g., access/security controls, monitoring/testing/evaluation, auditing, privacy training, automatic purging of information, MOUs)?
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- 3.2 Has a Certification and Accreditation been completed for this system? If yes, please provide the date; if one is underway, provide a status or completed expected completion date.
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- 3.3 Has security risk assessment been completed for this system? If yes, please provide the date.
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- 3.4 Do contractors have access to the system, and if yes, can you confirm that there are (a) provisions in their contract binding them under the Privacy Act; and (b) information security provisions in their contracts required by DOJ policy?
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Section 4: Notice, Consent, and Redress:

- 4.1 Will individuals be notified if their information is collected, maintained, or disseminated by the system (e.g., system of records notice, Privacy Act 552a(e)(3) notice)? Please specify.
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- 4.2 Do individuals have the opportunity to decline to provide information? Please specify.
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- 4.3 Do individuals have the opportunity to consent to particular uses of the information? Please specify. | |

Section 5: Privacy Act:

5.1 Is a system of records being created under the Privacy Act, 5 U.S.C. § 552a? If yes, indicate the existing system of records notice or whether one is being developed.

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5.2 Describe how information in the system about United States citizens and/or lawfully admitted permanent resident aliens is or will be retrieved (e.g., name or other personal identifier).

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