



# Privacy Impact Assessment

Please complete this form if collecting or maintaining information from the general public, Federal personnel and/or Federal contractors, and Volunteers.

# Introduction

[This section needs to be re-written into plain language and edited for brevity.] The Department of the Interior requires PIAs to be conducted and maintained on all IT systems whether already in existence, in development or undergoing modification in order to adequately evaluate privacy risks, ensure the protection of privacy information, and consider privacy implications throughout the information system development life cycle. This PIA form may not be modified and must be completed electronically; hand-written submissions will not be accepted. See the DOI PIA Guide for additional guidance on conducting a PIA or meeting the requirements of the E-Government Act of 2002. See Section 6.0 of the DOI PIA Guide for specific guidance on answering the questions in this form.

NOTE: See Section 7.0 of the DOI PIA Guide for guidance on using the DOI Adapted PIA template to assess third-party websites or applications.

## Section 1. Project Information

Name of Project

Date

Bureau/Office

Bureau/Office Contact Title

Point of Contact's First Name

Middle Name

Last Name

Contact's Email

Phone

Address

City

State/Territory

Zip

## Section 2. Description of the System

### **2.1 Provide a non-technical overall description of the system that addresses the following:**

The response should be written in plain language and should be as comprehensive as necessary to describe the system. If it would enhance the public's understanding of the system, please include system diagram(s).

(a) the purpose that the records and/or system are designed to serve

(b) the way the system operates to achieve the purpose(s)

(c) the type of information collected, maintained, used, or disseminated by the system

(d) who has access to information in the system

(e) how information in the system is retrieved by the user

(f) how information is transmitted to and from the system

(g) whether it is a standalone system or interconnects with other systems (identifying and describing any other systems to which it interconnects)

(h) whether it is a general support system, major application, or other type of system.

## 2.2 Enter the UII Code and the System Security Plan (SSP) Name

The completed PIA, associated system of records notice(s), and any other supporting artifacts must be entered into the CSAM system for each registered system or application.

UII Code

Systems Security Plan (SSP) name

## 2.3 Does this information system or electronic collection require an OMB Control Number?

A Privacy Act SORN is required if the information system or electronic collection contains information about individuals that is retrieved by name or other unique identifier. Provide the DOI or Government-wide Privacy Act SORN identifier and ensure it is entered in CSAM for this system. For new SORNS being developed, select "Yes" and provide a detailed explanation. Contact your Bureau Privacy Officer for assistance identifying the appropriate Privacy Act SORN(s).

Yes

No

If Yes, list Privacy Act SORN Identifier(s):

**2.4 List all minor applications or subsystems that are hosted on this system and covered under this privacy impact assessment.**

Enter "None" if no subsystems or applications are hosted. For General Support Systems (GSS) be sure to include all hosted major applications, minor applications, or other subsystems, and describe the purposes and types of PII if any. Privacy risks must be identified and adequately addressed for each hosted application or subsystem identified in the GSS PIA. It is strongly recommended that a separate PIA be conducted specifically for each hosted application or subsystem that contains significant amounts of PII. In any case, the GSS PIA must identify all hosted applications, describe the relationship, and reference or append the PIAs conducted for the hosted applications. The GSS PIA and associated PIAs must be reviewed and approved by all officials as appropriate; and all related PIAs, SORNs and supporting artifacts must be entered into CSAM.

SUBSYSTEM NAME	PURPOSE	CONTAINS PII?	IF YES, DESCRIBE

## Section 3. Information in the System

**3.1 Indicate below what information is collected, maintained, or disseminated.** (Check all that apply.)

Name	Address	Telephone number
Email address	Gender	Age
Social Security Number		
Other (describe)		

**3.2 Indicate the sources for this information.** (Check all that apply)

(a) Directly from the individual about whom the information pertains:

In person	Telephone	Hard copy: mail / fax
Email	Online	
Other (describe)		



(b) Government sources:

Within the bureau

Within another federal entity or entities

Within the agency

State, local, tribal

Foreign

Other (describe)

(c) Non-government sources:

Members of the public

Commercial data brokers

Public media, interest

Private sector

Other (describe)

**3.3 How will the information be collected?**

**3.4 What is the intended use of the PII collected?**

**3.5 With whom will the PII be shared, both within DOI and outside DOI?**

**3.6 What information is provided to an individual when asked to provide PII data?**

**3.7 Can individuals “opt-out” by declining to provide PII or by consenting only to a particular use?**  
(e.g., allowing basic use of personal information, but not sharing with other government agencies)

Yes

No

If yes, explain the issues and circumstances of being able to opt-out (either for specific data elements or specific uses of the data):

## Section 4. Maintenance and Administrative Controls

4.1 How will data collected from sources other than DOI records be verified for accuracy?

4.2 Is the PII collected verified for accuracy? Why or why not?

4.3 Is the PII current? How is this determined?

4.4 What are the retention periods of PII for this system? Under what guidelines are the retention periods determined? Who establishes the retention guidelines?

4.5 What are the procedures for disposition of the PII at the end of the retention period? How long will any reports that contain PII be maintained? How is the information disposed (e.g., shredding, degaussing, overwriting, etc.)? Who establishes the decommissioning procedures?

4.6 Briefly describe privacy risks and information handling practices at each stage of the “information lifecycle” (i.e., collection, use, retention, processing, disclosure and destruction) affect individual privacy.