



# Homeland Security

The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
571-227-3813, pia@dhs.gov  
www.dhs.gov/privacy

**Privacy Threshold Analysis**  
**Version date: February 2, 2007**  
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## PRIVACY THRESHOLD ANALYSIS (PTA)

**This form is used to determine whether  
a Privacy Impact Assessment is required.**

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002 and the Homeland Security Act of 2002.

Please complete this form and send it to the DHS Privacy Office:

Rebecca J. Richards  
Director of Privacy Compliance  
The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
Tel: 571-227-3813  
Fax: 571-227-4171

PIA@dhs.gov

Upon receipt, the DHS Privacy Office will review this form. If a PIA is required, the DHS Privacy Office will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.

A copy of the Guide and Template is available on the DHS Privacy Office website, [www.dhs.gov/privacy](http://www.dhs.gov/privacy), on DHSOnline and directly from the DHS Privacy Office via email: [pia@dhs.gov](mailto:pia@dhs.gov), phone: 571-227-3813, and fax: 571-227-4717.



## PRIVACY THRESHOLD ANALYSIS (PTA)

Please complete this form and send it to the DHS Privacy Office.  
Upon receipt, the DHS Privacy Office will review this form  
and may request additional information.

### SUMMARY INFORMATION

**DATE submitted for review:** July 11, 2007

**NAME of Project:** Request for Site Inspection/Landowners Authorization/Ingress/Egress Agreement

**Name of Component:** Federal Emergency Management Agency

**Name of Project Manager:** Anthony Johnson

**Email for Project Manager:** anthony.johnson@dhs.gov

**Phone number for Project Manger:** 202 314-5536

**TYPE of Project:**

- Information Technology and/or System\*
- A Notice of Proposed Rule Making or a Final Rule.
- Other: Information Collection

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\* The E-Government Act of 2002 defines these terms by reference to the definition sections of Titles 40 and 44 of the United States Code. The following is a summary of those definitions:

- "Information Technology" means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. See 40 U.S.C. § 11101(6).

- "Information System" means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. See: 44. U.S.C. § 3502(8).

Note, for purposes of this form, there is no distinction made between national security systems or technologies/systems managed by contractors. All technologies/systems should be initially reviewed for potential privacy impact.



## SPECIFIC QUESTIONS

**1. Describe the project and its purpose:**

The Request for Site Inspection is a form that is used in conjunction with manufactured housing. When a request is received, the proposed site for the housing unit will be evaluated to ensure the site is suitable. The Landowners Authorization/Ingress/Egress Agreement, is used to secure permission from the landowner if other than the applicant to gain access to the property for the purpose of placement or removal of the housing unit.

**2. Status of Project:**

This is a new development effort.

This an existing project.

Date first developed:

Date last updated: February 6, 2006

These forms are due to be evaluated prior to their expiration date. At this time there are no updates or modifications to the forms.

**3. If this project is a technology/system, does it relate solely to infrastructure? [For example, is the system a Local Area Network (LAN) or Wide Area Network (WAN)]?**

No. Please continue to the next question.

Yes. Is there a log kept of communication traffic?

No. Please continue to the next question.

Yes. What type of data is recorded in the log? (Please choose all that apply.)

Header

Payload Please describe the data that is logged.

<Please list the data elements in the log.>



**4. Could the project relate in any way to an individual?\***

- No. Please skip ahead to question 6.  
 Yes. Please provide a general description, below.

The information is related to individuals within a declared disaster for the sole purpose of providing them with housing when their individuals homes are damaged or destroyed.

**5. What information about individuals could be collected, generated or retained?**

The information collected pertains to the site address for the placement of the proposed unit, name of the applicant and landowner if other than the applicant and alternate and/or primary contact information of the landowner which includes, phone number and address. This information is retained within the applicants file.

**6. Is there a Certification & Accreditation record within OCIO's FISMA tracking system?**

- Unknown.  
 No.  
 Yes. Please indicate the determinations for each of the following:

Confidentiality:     Low    Moderate    High    Undefined

Integrity:          Low    Moderate    High    Undefined

Availability:       Low    Moderate    High    Undefined

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\* Projects can relate to individuals in a number of ways. For example, a project may include a camera for the purpose of watching a physical location. Individuals may walk past the camera and images of those individuals may be recorded. Projects could also relate to individuals in more subtle ways. For example, a project that is focused on detecting radioactivity levels may be sensitive enough to detect whether an individual received chemotherapy.



## PRIVACY THRESHOLD REVIEW

(To be Completed by the DHS Privacy Office)

**DATE reviewed by the DHS Privacy Office:**

**NAME of the DHS Privacy Office Reviewer: <Please enter name of reviewer.>**

### DESIGNATION:

- This is NOT a Privacy Sensitive System** – the system contains no Personally Identifiable Information.
- This IS a Privacy Sensitive System**
  - PTA sufficient at this time
  - A PIA is required
  - National Security System
  - Legacy System
  - HR System

**DHS PRIVACY OFFICE COMMENTS**