



## PRIVACY THRESHOLD ANALYSIS (PTA)

### CONTACT LISTS

**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: 703-235-0780  
Fax: 703-235-0442

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: 703-235-0780, and fax: 703-235-0442.



## 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:** June 18, 2008

**NAME of Project:** National Fire Academy Long-Term Evaluation

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

**Name of Project Manager:** Terry Gladhill

**Email for Project Manager:** terry.gladhill@dhs.gov

**Phone number for Project Manger:** 301-447-1239

**TYPE of Project:**

**Information Technology and/or System\***

**A Notice of Proposed Rule Making or a Final Rule.**

**Other: <Please describe the type of project including paper based Privacy Act system of records.>**

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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 National Fire Academy regularly surveys students and their supervisors on the long term impacts of NFA training on Fire and EMS departments and organizations. This voluntary survey (O.M.B. No. 1660-0039 - Expires March 31, 2009), formerly paper-based, will now be conducted through the U.S. Fire Administration Web site. Participants will sign-up for the survey on completion of the course. They will provide contact information (name, organization name, phone number, mailing address, and e-mail address) for both themselves and their supervisors. Contact information may be for their physical organization or home, dependent on the student's preference. Participants will then be sent an e-mail 4-6 months after completion of the training to invite them to complete the survey on the U.S. Fire Administration Web site. The survey itself contains questions about how personnel and the fire department overall have benefited from National Fire Academy training. It does not collect personal information.

### 2. Status of Project:

This is a new development effort.

This an existing project.

Date first developed:

Date last updated:

<Please provide a general description of the update.>

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

No.

Yes. Please provide a general description, below.

Contact information is collected from National Fire Academy students in order to send the survey. Contact information may be for their physical organization or home, dependent on the student's preference. In addition, the students provide contact information for their supervisors. Submission of information is voluntary.

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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.



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

For both students and supervisors, the following information is collected: Name, Organization Name, Phone Number, Mailing Address, E-mail Address

**5. With whom could the information be shared?**

The information will be retained in the USFA web farm application and used only by the Natioanl Fire Academy's Training Evaluation Center to send out email notifications and reminders alerting both students and their supervisors about the availability of the long-term evaluation evaluation survey instruments.

**6. Is the contact information limited to non-sensitive personally identifiable information? *An example of sensitive personally identifiable information is the social security number or date of birth.***

Yes.

No.

**7. Are program or project user access controls in place governing who may view or access the contact information?**

Yes.

No. The contact information must not be universally accessible.

**8. Is the contact information only being used for the purpose for which it originally was collected, i.e., to contact individuals?**

Yes.

No. Any additional sharing or use will require a separate PIA.

**9. Has an Authority to Operate from the Chief Information Security Officer been granted to the program or project that the document or database which stores the contact information?**

No.

Yes. Please indicate the determinations for each of the following:

Confidentiality:	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Undefined
Integrity:	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Undefined
Availability:	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> High	<input type="checkbox"/> Undefined



## PRIVACY THRESHOLD REVIEW

(To be Completed by the DHS Privacy Office)

**DATE reviewed by the DHS Privacy Office:** June 19, 2008

**NAME of the DHS Privacy Office Reviewer:** Rebecca J. Richards

### 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

Due to the collection of PII, a PIA is required. The system has been added to the Contact List PIA appendix B. The system is covered by the DHS/ALL-002 SORN.