



## 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 your component Privacy Office. If you do not have a component Privacy Office, please send the PTA 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

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.



## 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: January 5, 2010**

**NAME of Project: 2010 Chemical Sector Security Summit**

**Name of Component: National Protection and Programs Directorate**

**Name of Project Manager: Amy Graydon**

**Email for Project Manager: Amy. Graydon@dhs.gov**

**Phone number for Project Manger: 703-235-2860**

**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:**

DHS and the Chemical Sector Coordinating Council are co-sponsoring the 2010 Chemical Sector Security Summit. This Summit is designed for industry professionals throughout the entire chemical sector involved with corporate and facility security; environment, health and safety; and the transportation and distribution of chemical products. General sessions and breakout sessions will allow attendees to better understand the new security landscape and will provide networking opportunities with DHS Officials, industry peers, and security experts in the field. The Summit will be held at a Baltimore area hotel during the summer of 2010. Participation in the Summit is voluntary and there is no charge to attend. Space will be limited to about 350 individuals. DHS is supporting this event as part of the Office of Infrastructure Protection's responsibilities under the National Infrastructure Protection Plan. An attendee list will be generated for the participants where the participants will be required to "opt-in" to the attendee list.

**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. Is the information collected directly from the individuals seeking information from the Department or working collaboratively with the Department on various projects?**

Yes.

No. Please describe the information source and collection method.

<Please describe the information source and collection method.>

**4. Does the individual have the option to decline submitting the information collected?**

Yes.

No.



5. **Is the information collected 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.

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

DHS will request participants to provide the following information to register: Attendee Name, Attendee Organization, Attendee Organization Location (City, State, Country), Attendee Title, Attendee Phone Number, Attendee Email Address, Membership to Industry Associations, how the Attendee heard about the event, and Attendee Event Topic Interests. The information will be used to create name tags; contact participants about event updates; and generate an attendee list for the participants where the participants will be required to "opt-in" to the attendee list.

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

Yes.

No.

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

Specific information will not be shared without consent. An attendee list will be generated for the participants where the participants will be required to "opt-in" to the attendee list. The information will be maintained in a Microsoft Excel spreadsheet on the DHS LAN network with limited access and/or password protected.

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

Yes.

No.

10. **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:     Low    Moderate    High    Undefined

Integrity:          Low    Moderate    High    Undefined

Availability:       Low    Moderate    High    Undefined



## PRIVACY THRESHOLD REVIEW

(To be Completed by the DHS Privacy Office)

DATE reviewed by the DHS Privacy Office: February 24, 2010

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

#### Category of System

- IT System
- National Security System
- Legacy System
- HR System
- Rule
- Other:

#### Determination

- PTA sufficient at this time
- Privacy compliance documentation determination in progress
- PIA is not required at this time
- A PIA is required
- System covered by existing PIA: DHS Contact Lists
  - A new PIA is required.
  - A PIA Update is required.
- A SORN is required
- System covered by existing SORN: DHS/ALL-002
  - A new SORN is required.

### DHS PRIVACY OFFICE COMMENTS