



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, on DHSOnline and directly from the DHS Privacy Office via email: 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: December 16, 2010

NAME of Project: Security Manager/Coordinator Contact Lists

Name of Component: Transportation Security Administration

Name of Project Manager: Peter Pietra

Email for Project Manager: TSAPrivacy@dhs.gov

Phone number for Project Manger: 571-227-3654

TYPE of Project:

Information Technology and/or System*

A Notice of Proposed Rule Making or a Final Rule.

Other: Contact lists for Security Managers and Coordinators across all modes of transportation within the TSA mission. Contact information may be stored in an IT system or on a simple word processing document.

* 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:

TSA's security mission covers several modes of the transportation sector. In each mode, TSA regularly collects contact information for security managers or coordinators at facilities across the United States and in some instances foreign countries. The provision of contact information is sometimes requested by regulation, but the information may also be provided informally for day to day ease of use between TSA and its stakeholders. The information is used to contact security officials and stakeholders in the event of emergency or necessary broadcast. The information is not used to "spam" stakeholders.

For example, in the pipeline mode, security managers at pipeline facilities are asked to voluntarily provide their contact information to the TSOC in the event communication is necessary.

2. Status of Project:

This is a new development effort.

This an existing project.

Date first developed: April 1, 2003

Date last updated: December 31, 2010

Security contact information is continually updated.

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?

Name, title, company, work phone number, work cell phone number, work email address, and other basic identifying contact information.

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?

The information is not shared outside of TSA.

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: December 20, 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-Wide General Contact Lists
 - A new PIA is required.
 - A PIA Update is required.
- A SORN is required
- System covered by existing SORN: DHS/ALL-002, Department of Homeland Security Mailing and Other Lists System of Records
 - A new SORN is required.

DHS PRIVACY OFFICE COMMENTS



**Homeland
Security**

The Privacy Office
U.S. Department of Homeland Security
Washington, DC 20528
703-235-0780, pia@dhs.gov
www.dhs.gov/privacy

Privacy Threshold Analysis
Version date: June 10th, 2009

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