



Privacy Threshold Analysis

Version date: June 10, 2010

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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 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 from the component Privacy Office, 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 DHSCConnect and directly from the DHS Privacy Office via email: pia@dhs.gov, phone: 703-235-0780.



PRIVACY THRESHOLD ANALYSIS (PTA)

SUMMARY INFORMATION

Date Submitted for Review: 10/8/2010

Name of Project: General Meeting Registration and Post-Meeting Survey (GMRE)

System Name in TAFISMA: N/A

Name of Component: National Protection and Programs Directorate

Name of Project Manager: Amanda Hilliard

Email for Project Manager: Amanda.Hilliard@dhs.gov

Phone Number for Project Manager: 202-343-1614

Type of Project:

☐ Information Technology and/or System.*

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

☒ Form or other Information Collection.

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

* 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 General Meeting Registration and Post-Meeting Survey is designed to support the planning of meetings, workshops, and other outreach events and activities hosted by the office in fulfillment of its statutory mandate to conduct extensive nationwide outreach outlined in the Homeland Security Act of 2002, 6 U.S.C. § 101 et seq.

This information collection involves the completion of a general registration form, pre-meeting survey form and a post meeting/event evaluation form for OEC general meetings and seminars.

2. Status of Project:

☒ This is a new development effort.

☐ This is an existing project.

Date first developed:

Date last updated:

<Please provide a general description of the update.>

3. From whom do you collect, process, or retain information on: (Please check all that apply)

☐ DHS Employees.

☐ Contractors working on behalf of DHS.

☒ The Public.

☐ The System does not contain any such information.

4. Do you use or collect Social Security Numbers (SSNs)? (This includes truncated SSNs)

☒ No.

☐ Yes. Why does the program collect SSNs? Provide the function of the SSN and the legal authority to do so:

<Please provide the function of the SSN and the legal authority to do so.>

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



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The following personal information about individuals may be collected only if the individual chooses to provide it: name, agency, title, address, phone number, email address, discipline, and level of government represented.

Other questions will request participants to give feedback on how OEC can tailor events to participant type and/or experience, provide adequate facilitation and/or meeting space, improve programming, and follow up with prior attendees with updates and future programming.

6. 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.>

7. Does the system connect, receive, or share Personally Identifiable Information with any other DHS systems¹?

☒ No.

☐ Yes.

Please list:

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

☐ Unknown.

☒ No.

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

¹ PII may be shared, received, or connected to other DHS systems directly, automatically, or by manual processes. Often, these systems are listed as "interconnected systems" in TAFISMA.



Homeland Security

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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: October 26, 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.
- ☒ PIA is required.
 - ☒ System covered by existing PIA: DHS-Wide General Contacts List
 - ☐ New PIA is required.
 - ☐ PIA update is required.

☐ SORN not required at this time.

☒ SORN is required.

☒ System covered by existing SORN: DHS/ALL-002 - Department of Homeland Security (DHS) Mailing and Other Lists System



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☐ New SORN is required.

DHS PRIVACY OFFICE COMMENTS