



## **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](http://www.dhs.gov/privacy), on DHSConnect and directly from the DHS Privacy Office via email: [pia@dhs.gov](mailto:pia@dhs.gov), phone: 703-235-0780.



## PRIVACY THRESHOLD ANALYSIS (PTA)

### SUMMARY INFORMATION

**Date Submitted for Review: December 19, 2011**

**Name of Project: NFIP Write Your Own (WYO) Company Participation Criteria: New Applicant**

**System Name in TAFISMA: N/A**

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

**Name of Project Manager: Susan Bernstein**

**Email for Project Manager: Susan.Bernstein1@dhs.gov**

**Phone Number for Project Manager: 202-212-2113**

**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.>**

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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.



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### SPECIFIC QUESTIONS

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

Under the Write Your Own Program (WYO), the Federal Emergency Management Agency may enter into arrangements authorized by the National Flood Insurance Act of 1968, as amended (the Act) with individual private sector insurance companies that are licensed to engage in the business of property insurance. These companies may offer flood insurance coverage to eligible property owners utilizing their customary business practice. To facilitate the marketing of flood insurance, the federal government will be a guarantor of flood insurance coverage for WYO companies policies issued under the WYO arrangement. As prescribed by 44 CFR 62.24, new insurance companies that seek to participate in the WYO program, as well as former WYO companies seeking to return, must meet standards for WYO Financial Control Plan (approved under OMB Control# 1660-0020). Private Insurance Companies and/or public entity risk-sharing organizations wishing to enter or reenter the WYO program must demonstrate the ability to meet the financial requirements. The information allows FEMA to determine the applicant's capability of meeting program goals including marketing of flood insurance, training agents and staff in the program rules, and its capabilities for claims handling and disaster response. The information submitted by insurance companies to FEMA is available to the public. It is a paper based system and is filed in locked FEMA file cabinets. This information collection is part of OMB No. 1660-0038.

**2. Status of Project:**

This is a new development effort.

This is an existing project.

Date first developed: 1983

Date last updated: 12/2008

No changes have been made to this project; this is a renewal without changes.

**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)**



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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?

Principle Coordinator and Corporate Point of Contact:

Name

Title

Mailing address (Physical and Electronic)

Phone Number

### 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 systems<sup>1</sup>?

No.

Yes.

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<sup>1</sup> 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.



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:

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, 2011

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: Paper-Based Records

#### Determination

PTA sufficient at this time.



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- Privacy compliance documentation determination in progress.
- PIA is not required at this time.
- PIA is required.
  - System covered by existing PIA: DHS Contact List
  - New PIA is required.
  - PIA update is required.
- SORN not required at this time.
- SORN is required.
  - System covered by existing SORN: DHS/FEMA - 003
  - New SORN is required.

### DHS PRIVACY OFFICE COMMENTS