



## PRIVACY THRESHOLD ANALYSIS (PTA)

### DHS WEB PORTALS

**This form is used to determine whether the DHS Web Portals Privacy Impact Assessment (PIA) covers the relevant portal.**

Many DHS operations and projects require collaboration and communication amongst affected stakeholders. One method of effectuating such collaboration is the establishment of an online “portal” allowing authorized users to obtain, post and exchange information, access common resources, and generally communicate with similarly situated and interested individuals. DHS has written the DHS Web Portals PIA to document these informational and collaboration-based portals in operation at DHS and its Components, which collect, use, maintain, and share limited personally identifiable information about individuals who are “members” of the portal or who seek to gain access to the portal “potential members.”

To determine whether your portal is covered please review the DHS Web Portals PIA, 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](mailto:PIA@dhs.gov)

Upon receipt, the DHS Privacy Office will review this form. If the DHS Privacy Office determines that your portal is covered, the name of your project to Appendix A of the Web Portals PIA. If the Privacy Office determines that your portal is not covered, we will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.



**Homeland  
Security**

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### **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: 4/4/2013**

**NAME of Project: Community Drill Day Registration Website**

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

**Name of Project Manager: Chad Stover**

**Email for Project Manager: Timothy.Stover@fema.dhs.gov**

**Phone number for Project Manger: 202-786-9860**



## SPECIFIC QUESTIONS

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

Pursuant to Presidential Policy Directive (PPD) – 8 *National Preparedness*, dated March 30, 2011, the Federal Insurance and Mitigation Administration (FIMA), Office of Protection and National Preparedness (PNP), Individual and Community Preparedness Division (ICPD) would like to create a new online web-based information collection process by which individuals and organizations submit registration and disaster preparedness information via a website. Registrants of the collaboration site consist of Federal, State, Local, Tribal, and territorial governments, private and non-public organizations, and the general public. The registrant provides their contact information including organization affiliation, organizations capabilities and readiness for general disaster response, and planned exercise participation information. The registrant has the option to have their contact information listed on the website and viewable by other website registered users only. Registration provides an individual or organization with links to educational information and activities about preparedness and response related to specific hazards. Registrants can choose to receive important updates and messages from FEMA using their contact information provided during the registration process. This registry supports PPD-8 and the mission of FEMA’s Individual and Community Preparedness Division, to help achieve greater community resiliency nationwide. This collection of information is a new collection by FEMA (OMB No. 1660-NW79).

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

First and Last Name

Email Address

Phone Number

Business Affiliation

Mailing Address

Supervisor Information

Other: Organization Name, Department, Job Title, Email, Time Zone



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**4. What information is collected for security questions<sup>1</sup>?**

Mothers Maiden Name

Social Security Number

Date of Birth

Other: None

**5. Is the information collected directly from the individuals seeking membership to the informational/collaboration-based portal?**

Yes.

No. Please describe the information source and collection method.

<Please describe the information source and collection method.>

**6. Please describe how individuals are verified during the portal registration process.**

Email Supervisor

Phone Supervisor

Other: <Please list the method used for verification used in the registration process.>

No verification is performed.

**7. Is the personally identifiable information exchanged on the portal limited to members' contact information?**

Yes.

No.

**8. Is the personally identifiable information collected, used, or exchanged limited to the purpose(s) of facilitating registration, providing information to, and collaboration among authorized members?**

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<sup>1</sup> The Privacy Office encourages Components to collect non-sensitive PII as an alternative to sensitive PII wherever possible, including for registration purposes. If your Component seeks coverage by this PIA and collects sensitive PII for registration purposes, please consult with the Privacy Office and provide justification for the collection of this information. The Privacy Office will then determine whether the relevant portal may be covered by this PIA.



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Yes.

No.

9. Can web portal member routinely post commercial or publicly available data containing PII?

Yes.

No.



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10. Is an appropriate Privacy Act notice (e)(3) statement given to the potential member outlining the uses of personally identifiable information?

Yes. Please attach the (e)(3) statement.

No.

11. Has an Authority to Operate from the Chief Information Security Officer been granted to the portal or to the larger information technology system on which the portal resides?

No.

Yes. Please provide the date of the ATO and 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: April 26, 2013

NAME of the DHS Privacy Office Reviewer: Dayo Simms

### 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/ALL/PIA-015 [Department of Homeland Security Web Portals](#) June 15, 2009

- A new PIA is required.
- A PIA Update is required.

A SORN is required

System covered by existing SORN: [DHS/ALL-004 - General Information Technology Access Account Records System \(GITAARS\)](#) November 27, 2012, 77 FR 70792

A new SORN is required.



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#### **DHS PRIVACY OFFICE COMMENTS**

PRIV agrees that the ICPD Community Drill Day Registration website is a web portal which fosters collaboration between FEMA stakeholders and bolsters community preparedness efforts. This portal is covered by the DHS Web Portal PIA, which covers the collection of limited contact information from individuals who seek to access to DHS resources from a collaboration site. The GITAARS SORN covers this collection of information from individuals who seek access to DHS IT systems.