

USDA PRIVACY IMPACT ASSESSMENT FORM

Agency: USDA, Food, Nutrition and Consumer Service

System Name: Food Program Reporting System

System Type: Major Application
General Support System
 Non-major Application

System Categorization (per FIPS 199): High
 Moderate
Low

Description of the System:

FPRS supports the submission and management of FNS program data forms from our grantees. FNS forms contain program data reported by various state agencies and Indian Tribes that participate in FNS programs. In addition to being able to enter and submit new forms, users can validate, certify, post, reject, and view submitted forms. The specific actions that a particular user can perform on a given form will depend on the privileges granted to that user.

FPRS is an Internet-based system, administered at USDA/FNS headquarters, FPRS supports seven regional offices (RO), 59 field offices (FO), and every state, with more than 500 users nationwide.

Who owns this system? (Name, agency, contact information)

USDA, FNS
Richard Platt
3101 Park Center Drive, Rm 716
Alexandria, VA 22302
703.305.2346

Who is the security contact for this system? (Name, agency, contact information)

USDA, FNS, ITD
Shawn Jones
3101 Park Center Drive, Rm 317
Alexandria, VA 22302
703.305.2528

Who completed this document? (Name, agency, contact information)

USDA, FNS
Richard Platt

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3101 Park Center Drive, Rm 716
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 703.305.2346

DOES THE SYSTEM CONTAIN INFORMATION ABOUT INDIVIDUALS IN AN IDENTIFIABLE FORM?

Indicate whether the following types of personal data are present in the system

QUESTION 1	Citizens	Employees
Does the system contain any of the following type of data as it relates to individual:		
Name	No	No
Social Security Number	No	No
Telephone Number	No	No
Email address	No	No
Street address	No	No
Financial data	No	No
Health data	No	No
Biometric data	No	No
QUESTION 2	No	No
Can individuals be uniquely identified using personal information such as a combination of gender, race, birth date, geographic indicator, biometric data, etc.? NOTE: 87% of the US population can be uniquely identified with a combination of gender, birth date and five digit zip code ¹		
Are social security numbers embedded in any field?	No	No
Is any portion of a social security numbers used?	No	No
Are social security numbers extracted from any other source (i.e. system, paper, etc.)?	No	No



If all of the answers in Questions 1 and 2 are NO,

You do not need to complete a Privacy Impact Assessment for this system and the answer to OMB A-11, Planning, Budgeting, Acquisition and Management of Capital Assets, Part 7, Section E, Question 8c is:

3. No, because the system does not contain, process, or transmit personal identifying information.

¹ Comments of Latanya Sweeney, Ph.D., Director, Laboratory for International Data Privacy Assistant Professor of Computer Science and of Public Policy Carnegie Mellon University To the Department of Health and Human Services On "Standards of Privacy of Individually Identifiable Health Information". 26 April 2002.

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If any answer in Questions 1 and 2 is YES, provide complete answers to all questions below.

DATA COLLECTION

3. Generally describe the data to be used in the system.
4. Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President.

Yes
No

5. Sources of the data in the system.
- 5.1. What data is being collected from the customer?
- 5.2. What USDA agencies are providing data for use in the system?
- 5.3. What state and local agencies are providing data for use in the system?
- 5.4. From what other third party sources is data being collected?
6. Will data be collected from sources outside your agency? For example, customers, USDA sources (i.e. NFC, RD, etc.) or Non-USDA sources.
- Yes
No. If NO, go to question 7
- 6.1. How will the data collected from customers be verified for accuracy, relevance, timeliness, and completeness?

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6.2. How will the data collected from USDA sources be verified for accuracy, relevance, timeliness, and completeness?

6.3. How will the data collected from non-USDA sources be verified for accuracy, relevance, timeliness, and completeness?

DATA USE

7. Individuals must be informed in writing of the principal purpose of the information being collected from them. What is the principal purpose of the data being collected?

8. Will the data be used for any other purpose?

Yes
No. If NO, go to question 9

8.1. What are the other purposes?

9. Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President

Yes
No

10. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected (i.e. aggregating farm loans by zip codes in which only one farm exists.)?

Yes
No. If NO, go to question 11

10.1. Will the new data be placed in the individual's record (customer or employee)?

Yes
No

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10.2. Can the system make determinations about customers or employees that would not be possible without the new data?

Yes
No

10.3. How will the new data be verified for relevance and accuracy?

11. Individuals must be informed in writing of the routine uses of the information being collected from them. What are the intended routine uses of the data being collected?

12. Will the data be used for any other uses (routine or otherwise)?

Yes
No. If NO, go to question 13

12.1. What are the other uses?

13. Automation of systems can lead to the consolidation of data – bringing data from multiple sources into one central location/system – and consolidation of administrative controls. When administrative controls are consolidated, they should be evaluated so that all necessary privacy controls remain in place to the degree necessary to continue to control access to and use of the data. Is data being consolidated?

Yes
No. If NO, go to question 14

13.1. What controls are in place to protect the data and prevent unauthorized access?

14. Are processes being consolidated?

Yes
No. If NO, go to question 15

14.1. What controls are in place to protect the data and prevent unauthorized access?

DATA RETENTION

15. Is the data periodically purged from the system?

Yes

No. If NO, go to question 16

15.1. How long is the data retained whether it is on paper, electronically, in the system or in a backup?

15.2. What are the procedures for purging the data at the end of the retention period?

15.3. Where are these procedures documented?

16. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

17. Is the data retained in the system the minimum necessary for the proper performance of a documented agency function?

Yes

No

DATA SHARING

18. Will other agencies share data or have access to data in this system (i.e. international, federal, state, local, other, etc.)?

Yes

No. If NO, go to question 19

18.1. How will the data be used by the other agency?

28.1. Explain how this will be mitigated?

29. How will the system and its use ensure equitable treatment of customers?

30. Is there any possibility of treating customers or employees differently based upon their individual or group characteristics?

Yes

No. If NO, go to question 31

30.1. Explain

SYSTEM OF RECORD

31. Can the data be retrieved by a personal identifier? In other words, does the system actually retrieve data by the name of an individual or by some other unique number, symbol, or identifying attribute of the individual?

Yes

No. If NO, go to question 32

31.1. How will the data be retrieved? In other words, what is the identifying attribute (i.e. employee number, social security number, etc.)?

31.2. Under which Systems of Record notice (SOR) does the system operate? Provide number, name and publication date. (SORs can be viewed at www.access.GPO.gov)

31.3. If the system is being modified, will the SOR require amendment or revision?

TECHNOLOGY

32. Is the system using technologies in ways not previously employed by the agency (e.g. Caller-ID)?

Yes

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18.2. Who is responsible for assuring the other agency properly uses of the data?

19. Is the data transmitted to another agency or an independent site?

Yes

No. If NO, go to question 20

19.1. Is there the appropriate agreement in place to document the interconnection and that the PII and/or Privacy Act data is appropriately protected?

20. Is the system operated in more than one site?

Yes

No. If NO, go to question 21

20.1. How will consistent use of the system and data be maintained in all sites?

DATA ACCESS

21. Who will have access to the data in the system (i.e. users, managers, system administrators, developers, etc.)?

22. How will user access to the data be determined?

22.1. Are criteria, procedures, controls, and responsibilities regarding user access documented?

Yes

No

23. How will user access to the data be restricted?

23.1. Are procedures in place to detect or deter browsing or unauthorized user access?

Yes

No

24. Does the system employ security controls to make information unusable to unauthorized individuals (i.e. encryption, strong authentication procedures, etc.)?

Yes

No

CUSTOMER PROTECTION

25. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface (i.e. office, person, departmental position, etc.)?

26. How can customers and employees contact the office or person responsible for protecting their privacy rights?

27. A "breach" refers to a situation where data and/or information assets are unduly exposed. Is a breach notification policy in place for this system?

Yes. If YES, go to question 28

No

27.1. If NO, please enter the POAM number with the estimated completion date:

28. Consider the following:

- Consolidation and linkage of files and systems
- Derivation of data
- Accelerated information processing and decision making
- Use of new technologies

Is there a potential to deprive a customer of due process rights (fundamental rules of fairness)?

Yes

No. If NO, go to question 29

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No. If NO, the questionnaire is complete.

32.1. How does the use of this technology affect customer privacy?

Upon completion of this Privacy Impact Assessment for this system, the answer to OMB A-11, Planning, Budgeting, Acquisition and Management of Capital Assets, Part 7, Section E, Question 8c is:

1. Yes.

PLEASE SUBMIT A COPY TO
THE OFFICE OF THE ASSOCIATE CHIEF INFORMATION OFFICE/CYBER SECURITY

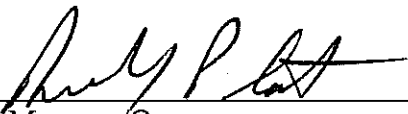
Privacy Impact Assessment Authorization Memorandum

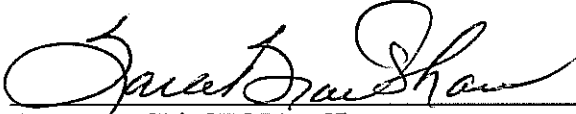
I have carefully assessed the Privacy Impact Assessment for the

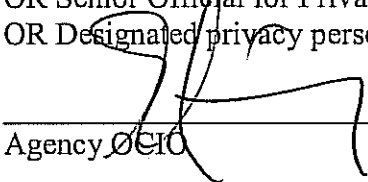
Food Program Reporting System (FPRS)
(System Name)

This document has been completed in accordance with the requirements of the EGovernment Act of 2002.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

 6/26/07
Date
System Manager/Owner
OR Project Representative
OR Program/Office Head.

 6/27/07
Date
Agency's Chief FOIA officer
OR Senior Official for Privacy
OR Designated privacy person

 6/28/07
Date
Agency OIG