



## **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:

Senior Director, Privacy Compliance  
The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
Tel: 202-343-1717

PIA@hq.dhs.gov

Upon receipt from your 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@hq.dhs.gov](mailto:pia@hq.dhs.gov), phone: 202-343-1717.



## PRIVACY THRESHOLD ANALYSIS (PTA)

### SUMMARY INFORMATION

<b>Project or Program Name:</b>	<b>Qualitative Feedback on U.S. Fire Administration's Analytical Reports (FEMA form 519-0-2)</b>		
<b>Component:</b>	Federal Emergency Management Agency (FEMA)	<b>Office or Program:</b>	U.S. Fire Administration
<b>Xacta FISMA Name (if applicable):</b>	Click here to enter text.	<b>Xacta FISMA Number (if applicable):</b>	Click here to enter text.
<b>Type of Project or Program:</b>	<b>Form or other Information Collection</b>	<b>Project or program status:</b>	<b>Development</b>
<b>Date first developed:</b>	<b>October 21, 2014</b>	<b>Pilot launch date:</b>	<b>December 1, 2014</b>
<b>Date of last PTA update</b>	Click here to enter a date.	<b>Pilot end date:</b>	Click here to enter a date.
<b>ATO Status (if applicable)</b>	Choose an item.	<b>ATO expiration date (if applicable):</b>	Click here to enter a date.

### PROJECT OR PROGRAM MANAGER

<b>Name:</b>	<b>Meredith Lawler</b>		
<b>Office:</b>	<b>National Fire Data Center, NFP, USFA</b>	<b>Title:</b>	Fire Program Specialist
<b>Phone:</b>	<b>(301) 447-1421</b>	<b>Email:</b>	<a href="mailto:meredith.lawler@fema.dhs.gov">meredith.lawler@fema.dhs.gov</a>

### INFORMATION SYSTEM SECURITY OFFICER (ISSO) (IF APPLICABLE)

<b>Name:</b>	Click here to enter text.		
<b>Phone:</b>	Click here to enter text.	<b>Email:</b>	Click here to enter text.



## SPECIFIC PTA QUESTIONS

### 1. Reason for submitting the PTA: New PTA

This new PTA documents the U.S. Fire Administration’s (USFA’s) National Fire Data Center’s (NFDC) development and use of FEMA Form (FF) 519-0-2 *Qualitative Feedback on U.S. Fire Administration’s Analytical Reports*. This form is included in FEMA’s Office of Management and Budget (OMB) Information Collection Resource (ICR) No. 1660-0130. Generally, the USFA’s NFDC collects data from a variety of sources to provide information and analyses on the status and scope of fire-related issues within the United States. USFA’s NFDC uses this data to compose and disseminate analytical/statistical reports that highlight current and emerging trends in fires, including what causes fires, where they occur, and who is impacted most by fires. USFA NFDC reports and sources of information for the various reports are covered by separate OMB ICR numbers as applicable. In order to evaluate the usefulness and quality of these analytical/statistical reports, USFA’s NFDC will use responses provided by report readers via FF 519-0-2 to determine the need for continued or improvements of analytical reports. Readers of USFA’s NFDC reports who access the USFA’s website, will be able to voluntarily complete a web-based version of FF 519-0-2. Individual’s access, completion, and submission of this on-line form are voluntary and anonymous.

### 2. Does this system employ any of the following technologies:

*If you are using any of these technologies and want coverage under the respective PIA for that technology please stop here and contact the DHS Privacy Office for further guidance.*

- Closed Circuit Television (CCTV)
- Social Media
- Web portal<sup>1</sup> (e.g., SharePoint)
- Contact Lists
- None of these

### 3. From whom does the Project or Program collect, maintain, use, or disseminate information?

*Please check all that apply.*

- This program does not collect any personally identifiable information<sup>2</sup>
- Members of the public
- DHS employees/contractors (list components):
- Contractors working on behalf of DHS

<sup>1</sup> Informational and collaboration-based portals in operation at DHS and its components that collect, use, maintain, and share limited personally identifiable information (PII) about individuals who are “members” of the portal or “potential members” who seek to gain access to the portal.

<sup>2</sup> DHS defines personal information as “Personally Identifiable Information” or PII, which is any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual, regardless of whether the individual is a U.S. citizen, lawful permanent resident, visitor to the U.S., or employee or contractor to the Department. “Sensitive PII” is PII, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. For the purposes of this PTA, SPII and PII are treated the same.



	<input type="checkbox"/> Employees of other federal agencies
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<b>4. What specific information about individuals is collected, generated or retained?</b>	
This FEMA project does not collect any personal identifiable information. All of the responses by individuals are anonymous.	
<b>4(a) Does the project, program, or system retrieve information by personal identifier?</b>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If yes, please list all personal identifiers used:
<b>4(b) Does the project, program, or system use Social Security Numbers (SSN)?</b>	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes.
<b>4(c) If yes, please provide the specific legal basis and purpose for the collection of SSNs:</b>	Click here to enter text.
<b>4(d) If yes, please describe the uses of the SSNs within the project, program, or system:</b>	Click here to enter text.
<b>4(e) If this project, program, or system is an information technology/system, does it relate solely to infrastructure?</b>  <i>For example, is the system a Local Area Network (LAN) or Wide Area Network (WAN)?</i>	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If a log kept of communication traffic, please answer the following question.
<b>4(f) If header or payload data<sup>3</sup> is stored in the communication traffic log, please detail the data elements stored.</b>	
Click here to enter text.	

<b>5. Does this project, program, or system connect, receive, or share PII with any other DHS programs or systems<sup>4</sup>?</b>	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list:
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<sup>3</sup> When data is sent over the Internet, each unit transmitted includes both header information and the actual data being sent. The header identifies the source and destination of the packet, while the actual data is referred to as the payload. Because header information, or overhead data, is only used in the transmission process, it is stripped from the packet when it reaches its destination. Therefore, the payload is the only data received by the destination system.

<sup>4</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 Xacta.



	Click here to enter text.
<b>6. Does this project, program, or system connect, receive, or share PII with any external (non-DHS) partners or systems?</b>	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list: Click here to enter text.
<b>6(a) Is this external sharing pursuant to new or existing information sharing access agreement (MOU, MOA, LOI, etc.)?</b>	Choose an item. Please describe applicable information sharing governance in place:
<b>7. Does the project, program, or system provide role-based training for personnel who have access in addition to annual privacy training required of all DHS personnel?</b>	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list:
<b>8. Per NIST SP 800-53 Rev. 4, Appendix J, does the project, program, or system maintain an accounting of disclosures of PII to individuals who have requested access to their PII?</b>	<input checked="" type="checkbox"/> No. What steps will be taken to develop and maintain the accounting: No PII is collected by this project. <input type="checkbox"/> Yes. In what format is the accounting maintained:
<b>9. Is there a FIPS 199 determination?<sup>4</sup></b>	<input type="checkbox"/> Unknown. <input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. Please indicate the determinations for each of the following:  Confidentiality: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Undefined  Integrity: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Undefined  Availability: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Undefined

<sup>4</sup> FIPS 199 is the [Federal Information Processing Standard](#) Publication 199, Standards for Security Categorization of Federal Information and Information Systems and is used to establish security categories of information systems.



## PRIVACY THRESHOLD REVIEW

(TO BE COMPLETED BY COMPONENT PRIVACY OFFICE)

<b>Component Privacy Office Reviewer:</b>	LeVar J. Sykes
<b>Date submitted to Component Privacy Office:</b>	October 23, 2014
<b>Date submitted to DHS Privacy Office:</b>	November 3, 2014
<b>Component Privacy Office Recommendation:</b> <i>Please include recommendation below, including what new privacy compliance documentation is needed.</i>	
FEMA Privacy recommends that this project be considered a non-privacy sensitive system and that the "PTA is sufficient at this time."	

(TO BE COMPLETED BY THE DHS PRIVACY OFFICE)

<b>DHS Privacy Office Reviewer:</b>	Eric M. Leckey
<b>PCTS Workflow Number:</b>	1051244
<b>Date approved by DHS Privacy Office:</b>	November 4, 2014
<b>PTA Expiration Date</b>	November 4, 2017

## DESIGNATION

<b>Privacy Sensitive System:</b>	No If "no" PTA adjudication is complete.
<b>Category of System:</b>	Form/Information Collection If "other" is selected, please describe: <a href="#">Click here to enter text.</a>
<b>Determination:</b>	<input checked="" type="checkbox"/> PTA sufficient at this time. <input type="checkbox"/> Privacy compliance documentation determination in progress. <input type="checkbox"/> New information sharing arrangement is required. <input type="checkbox"/> DHS Policy for Computer-Readable Extracts Containing Sensitive PII applies. <input type="checkbox"/> Privacy Act Statement required. <input type="checkbox"/> Privacy Impact Assessment (PIA) required. <input type="checkbox"/> System of Records Notice (SORN) required. <input type="checkbox"/> Paperwork Reduction Act (PRA) Clearance may be required. Contact



**Privacy Threshold Analysis**  
**Version number: 01-2014**

<p>your component PRA Officer.</p> <p><input type="checkbox"/> A Records Schedule may be required. Contact your component Records Officer.</p>	
<b>PIA:</b>	<p>Choose an item.</p> <p>If covered by existing PIA, please list: <a href="#">Click here to enter text.</a></p>
<b>SORN:</b>	<p>Choose an item.</p> <p>If covered by existing SORN, please list: <a href="#">Click here to enter text.</a></p>
<p><b>DHS Privacy Office Comments:</b> <i>Please describe rationale for privacy compliance determination above.</i></p>	
<p>The purpose of this PTA is to review FEMA's use of the Qualitative Feedback on U.S. Fire Administration's Analytical Reports Form (FEMA Form 519-0-2), document the review, and annotate privacy compliance coverage. This is non-privacy sensitive and the information collected is anonymous data. Accordingly, the PTA is sufficient and no additional privacy compliance coverage is required at this time.</p>	