

# Privacy Threshold Analysis Professional Standards Training Tracker Tool (PSTTT)

- Version: 1.0
- Date: March 2, 2016
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and Directives - Privacy Office





## DOCUMENT ADMINISTRATION

### Document Revision and History

Revision	Date	Author and Title	Office	Comments
Version 3.1	March 2, 2016	Malinda Sands/Marci ShafferHughes	PMD/OIT	Initial document

### DOCUMENT REVIEW

Reviewer	Title	Date	Update: Y/N	If systemic, please provide comments



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## Introduction

The United States Department of Agriculture (USDA) is committed to preserve and enhance privacy protections for all individuals, to promote transparency of USDA operations, and to serve as a leader in the federal privacy community. The Privacy Threshold Analysis (PTA) is one-step in fulfilling this commitment. The purpose of the PTA is to help program managers and system owners determine whether a Privacy Impact Assessment (PIA) is required under section 208 of the E-Government Act of 2002. A properly completed and reviewed PTA provides documentation that a system owner has assessed whether or not a full PIA is required. To appropriately protect the confidentiality of PII, organizations should use a risk-based approach, see the National Institute of Science and Technology (NIST) Special Publication (SP) 800-122: *Guide to Protecting the Confidentiality of Personally Identifiable Information, (PII)*: <http://csrc.nist.gov/publications/nistpubs/800-122/sp800-122.pdf>

In anticipation of NIST SP 800-53 revision 4, July 2012 or later, this PTA template is being revised to compliment and incorporate these changes. See NIST SP 800-53 rev 4: <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>

Additional reference material can be found at USDA Privacy Council webpage:

[The Privacy Council webpage \(edited hypertext\)](#)

## What is a PTA?

Privacy Threshold Assessments or PTAs are currently incorporated into the security assessment and authorization (A&A) process, formerly known as certification & accreditation (C&A) process. A&A is the process by which the Department assures its systems meet appropriate security and operating standards. Through the A&A process, the system owner completes the PTA and reviews it with the Agency Official for Privacy (AOP).

For all systems within USDA, a PTA must be conducted in order to determine if a full Privacy Impact Assessment (PIA) is necessary. The PTA and PIA are tools used to identify and qualify the extent of security measures needed to protect privacy and personally identifiable information (PII). Some information systems will not require a full PIA. Information owners or stewards can be aided in making the determination of whether a full PIA is required by work closely with the system owner or program manager to first conduct the PTA. For example, an agency may submit a PTA on a system that does not collect PII. The system will have an official PTA on file documenting the determination that a PIA is not required.

Agencies are required to review their privacy documentation, PTA, PIA, and System of Record Notice, (SORN), at a minimum, annually. Agencies are required to review their PIA(s) and SORN(s) posted on the department's webpage on a reoccurring basis and immediately notify Privacy Office of any discrepancies.



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The department's PIA(s) and SORN(s) are posted on the following webpages:

PIA:

[http://www.usda.gov/wps/portal/usda/usdahome?contentid=Privacy\\_Impact\\_Assessment.xml&contentidonly=true](http://www.usda.gov/wps/portal/usda/usdahome?contentid=Privacy_Impact_Assessment.xml&contentidonly=true)

SORN: [http://www.ocio.usda.gov/ocio\\_sor.html](http://www.ocio.usda.gov/ocio_sor.html)

The USDA Privacy Office can be contacted at [privacy@usda.gov](mailto:privacy@usda.gov) if there are any questions or concerns regarding this guidance

### The Difference between a PTA and PIA

A PTA is not a PIA. A PTA simply helps determine whether or not a PIA needs to be completed. A PTA does not fulfill the requirements of the E-Government Act of 2002, which requires USDA to conduct a PIA before developing or procuring IT systems; or initiating projects that collect, maintain, or disseminate PII from or about members of the public, or initiating, consistent with the Paperwork Reduction Act, a new electronic collection of PII.

### Completing a PTA

The USDA has developed a PTA template to aid the Information Owner in determining whether or not a PIA needs to be completed, and for Departmental consistency and ease of use. The template includes questions to determine whether or not a PIA is required. These questions also consist of NIST 800-53 rev 4 privacy controls. The template is available as an appendix to this document and is also posted on the [Privacy Council website](#). However, if a non-PDF version is needed, contact the USDA Privacy Office at [privacy@usda.gov](mailto:privacy@usda.gov).

All PTAs completed after the effective date of this guidance must conform with the guidance contained herein and in the format provided in the template. All questions in the PTA template must be completed; please do not delete or modify sections of the template.

### PTA Review Process

- As an initial step, the project manager or system owner should review the PTA with the Agency Official for Privacy (AOP) to ensure that the PTA was completed correctly and accurately.
- The agency then submits the completed PTA to the USDA Privacy Office via email at [privacy@usda.gov](mailto:privacy@usda.gov). The USDA Privacy Office reviews the completed document regardless of whether it originated from a component or headquarters.
- If the USDA Privacy Office is in agreement with the submitted PTA, the next step would be to complete the PIA if needed. If there is any disagreement, the USDA



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Privacy Office will meet with the information owner/steward, project manager, system owner, and AOP, as necessary to review the PTA and make any appropriate changes. The agency can provide supplemental information to support their position, which may consist of screen shots, data base field lists, etc.

- The approved PTA should be submitted during the initiation phase of the security assessment and authorization process.

## Appendix A. Privacy Threshold Analysis Template

SUMMARY INFORMATION	
<b>Date</b>	March 2, 2016
<b>Name of Project</b>	Professional Standards Training Tracking Tool(PSTTT)
<b>Name of Component:</b>	FNS, OIT
<b>Name of Information Owner/Steward:</b>	Sheldon Gordon
<b>Phone of Information Owner/Steward:</b>	703-305-2893
<b>Email of Information Owner/Steward:</b>	Sheldon.gordon@fns.usda.gov
<b>Name of Project Manager:</b>	Marci ShafferHughes
<b>Phone for Project Manager:</b>	703-605-0495
<b>Email for Project Manager:</b>	Marci.shafferhughes@fns.usda.gov
<b>Name of System Owner:</b>	Chuck Hendricks
<b>Phone for System Owner:</b>	415-645-1907
<b>Email for System Owner:</b>	Chuck.hendricks@fns.usda.gov

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

FNS Professional Standards Training Tracker Tool (PSTTT) is used to track Professional Standards (PS) requirement set forth by the Healthy Hunger Free Kids Act (HHFKA) of 2010 requires PS for state and local school district nutrition professionals. In addition to hiring standards, mandatory annual training will be required for all individuals involved in preparing school meals. HHFKA details the number of required professional development hours that school nutrition professionals are required to receive on an annual basis. The exact hour requirement varies depending on the individual’s position. The ruling can be found here: <http://www.fns.usda.gov/professional-standards-state-and-local-school-nutrition-programs-personnel-required-healthy-hunger-0>.

A wide range of school nutrition and meal service professionals (e.g. nutrition Program Directors, District Director, Manager, State Agency – Child Nutrition (CN) Director, Food Distribution (FD) Director, CN and FD Director, CN Staff, Food Distribution Staff, CN & FD) staff uses the PSTTT. Within each school, there may be some differences in terms of primary system users – individuals in a managerial role will have the ability to create profiles for their staff members if their staff members do not have access to a computer. The PSTTT will assist state agencies to record, track, and manage the required training hours in four major areas (Nutrition, Operations, Administration, and Communications & Marketing) to



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meet the requirements of the HHFKA Professional Standards Rule. The application will specify that users enter a business email address.

PSTTT will be accessible through FNS' website (Internet) and mobile phone (iOS, Android, and Windows). The school nutrition professionals will have to obtain eAuthentication Level 2 to access the tool. The eAuth sits on the front-end .NET technology and the back-end database is a SQL Server database. The school nutrition professional will hit the site then re-directed to the eAuth site to log in. eAuth will verify permissions to enter the site and then re-direct them back to PSTTT, which is hosted at NITC.

### 2. Status of Project:

- This is a new development effort.  
 This is an existing project.

Date first developed:

Date last updated:

*<Add a general description of the update.>*

### 3. Is the system in Cyber Security Assessment and Management (CSAM) C&A web?

- Unknown. (Please explain, in question 12)  
 No.  
 Yes.

Please list the system name and system identification number (must be the same as the system name/number in CSAM C&A web): *<Add list here>*

### 4. Is this system classified in CSAM as: (please select one)

- Parent  
*(Professional Standards Training Tracking Tool)*  
 Child

**(Please attach a copy of the data flow diagram or database schema)**

### 5. Is this a cloud system?

- No.  
 Yes.

### 6. Is this a contractor system?

- No.  
 Yes.

If yes, to questions 5 or 6, please select appropriate box:





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- Contractor (internal)
- Contractor (external)
- Federal providing contracted services

If any of the boxes are checked, please provide name of vendor and URL if applicable: National Information Technology Center (NITC)

**7. Does the system collect, process, generate or store PII information on: (Please check all that apply)**

- USDA employees.
- Contractors or other entities working on behalf of USDA.
- Non-USDA Federal Government employees.
- USDA Partner.
- The general public.
- Other. (Benefactors, program participants, stakeholders, i.e. farmers, ranchers, producers, etc., these are still members of the public however, they have a degree of specific interest).

If others, please list: *School Nutrition and Meal Service professionals.*

**8. Does the system collect, process, generate or store any of the following information (that may be considered PII) on individuals: (Please check all that apply)**

- Name (full name, mother's maiden name, maiden name of the individual, nickname, or alias).
- Date and/or place of birth.
- Address Information (street or email address).
- Personal identification number (e.g. social security number, tax identification number, passport number, driver's license number or a unique identification number, etc.)
- Financial data (credit card numbers, bank account numbers, etc.).
- Health data (including height, weight, blood pressure, etc.).
- Biometric data (fingerprints, iris scans, voice signature, facial geometry, DNA, etc.).
- Criminal history.
- Employment history.
- Miscellaneous identification numbers (agency assigned number, case number, accounts, permits, etc.).
- Photographic image/identifying characteristics.
- Handwriting or an image of the signature.

Other information that may be seen as personal (personal characteristics, etc.).

If so, please list:

**9. Does the system use or collect Social Security Numbers (SSNs) or Tax Identification Numbers, (TINs)? (This includes truncated SSNs/TINs e.g. last 4 digits)?**

- No.  
 Yes.

If yes, why does the project collect SSNs or TINs? Provide the function of the SSN/TIN and the legal authority to do so:

**9a. Does the system utilize the following security controls?**

- Encryption.  
 Masking of PII data.  
 Controlled access.  
 Timeout for remote access.  
 System audit logs.

**10. Does the system require the user to enter a user name and password in order to gain access to the system (e.g. e-Authentication)?**

- No. (Please explain.)  
 Yes.

If yes, please describe the authentication process PSTTT will be accessible through FNS' website (Internet) and mobile phone (iOS, Android, and Windows). The school nutrition professionals will have to obtain eAuthentication Level 2 to access the tool. The eAuth sits on the front-end .NET technology and the back-end database is a SQL Server database. The school nutrition professional will hit the site then redirect to the eAuth site to log in. eAuth will verify permissions to enter the site and then redirect them back to PSTTT, which is hosted at NITC.

**11. Does the system connect, receive, or share PII<sup>1</sup> with any other USDA systems?**

- No.  
 Yes.

If yes, please list the other USDA systems: *<Add list here>*

**12. Does the system connect, receive, or share PII with any non-USDA systems?**

- No.  
 Yes.

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<sup>1</sup> Personally Identifiable Information (PII) is information that can identify a person. This may include: name, address, phone number, social security number, image, as well as health information or a physical description.



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If yes, please list the non-USDA systems: *<ADD list here>*

- 13. Matching records via computer/automated process, performed by federal agency, whether the personal records used in the match are federal or non-federal PII.**  
Reference DR 3450-001: <http://www.ocio.usda.gov/directives/doc/DR3450-001.pdf>

- a. Are you comparing two or more PII records or system of records?**

No.

Yes

- b. Are you comparing any system of record with non -federal records?**

No.

Yes

**If yes, for question 13a or 13b, the efforts or purpose have to meet at least one of these conditions:**

- ❖ Creating or checking eligibility or compliance with laws/regulations of applicants or recipients/beneficiaries of a federal program/grant.

OR

- ❖ Recouping payments, delinquent debts or overpayments owed to government agencies from a federal benefit program.

OR

- ❖ Two or more automated Federal personnel or payroll systems of records or a system of Federal Personnel of payroll records with non-federal records.

***Exclusions for the conditions above:*** *Aggregate statistical, research or statistical project, enforcement of criminal laws, tax information, etc. Please see PL 100-503, Computer Matching Act for specific details.*

- c. Based on the responses above, is a CMA required?**

(Affirmative for 13a. or 13b and either of the options for efforts are met),

No. (Skip to question 15)

Yes. (Please respond to question 14, if “yes”).

- 14. Do you have a Computer Matching Agreement?**

No.

Yes. (Please list this agreement on the Privacy Council webpage posting)

- 15. Are there regular (e.g. periodic, recurring, etc.) PII data extractions from the system?**

No.



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Yes.

(Reference Memorandum – posted on website)

If yes, have proper controls and policies been developed to address the data logging requirements outlined in Office of Management and Budget (OMB) Memorandum M-07-16, “*Safeguarding Against and Responding to the Breach of Personally Identifiable Information*”?

No.

Yes.

**16. Does the system track or measure the browsing habits or preferences of the public or user? (refer to OMB Memoranda M-10-22 “*Guidance for Online Use of Web Measurement and Customization Technologies*” and M-10-23 “*Guidance for Agency Use of Third-Party Websites and Applications*”)**

No.

Yes.

If yes, have proper controls and policies been developed to meet all the requirements outlined in Office of Management and Budget (OMB) Memoranda M-10-22 “*Guidance for Online Use of Web Measurement and Customization Technologies*” and M-10-23 “*Guidance for Agency Use of Third-Party Websites and Applications.*”

No.

Yes

**17. Is application/system mobile device compatible? (Y/N)**

No.

Yes

If none of the boxes were checked for questions number 7 – 8 and “**NO**” was answered for questions 9, 11, and 12, **DO NOT** complete a PIA for this system.

If any box was checked for questions number 7 - 8, and any answers to questions 9 through 11 were “**YES**,” A PIA **MUST** be completed for this system.

PIA REQUIRED	
YES	NO
	X

(Check one)

Privacy Office reserves the right to request additional information during the review of privacy documentation for the systems.

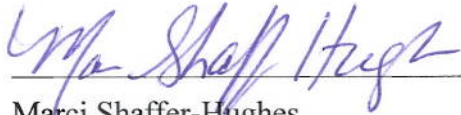


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*Signature authority and protocol differs by agency, we request at a minimum Project Manager/System Owner and ISSPM/CISO sign the document with review by the Privacy Officer.*

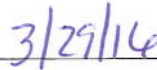
### Agency Responsible Officials



Marci Shaffer-Hughes

USDA/FNS/OIT/PMB

United States Department of Agriculture

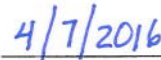


Date

### Agency Approval Signature



Jacqueline R. Butler  
Director, Portfolio Management Division  
USDA/FNS/OIT/PMD  
United States Department of Agriculture



Date

## Appendix B. Acronyms

Acronyms used in this document are listed below in alphabetical order.

Acronym	Description
A&A	Assessment and Authorization (formerly Certification & Accreditation)
AOP	Agency Official for Privacy
CMA	
CIO	Chief Information Officer
CISO	Chief Information Security Officer
CPO	Chief Privacy Officer
CSAM	Cyber Security Assessment and Management
EOM	End of Month
NIST	National Institute of Standards and Technology
OMB	Office of Management and Budget
PIA	Privacy Impact Assessment
PII	Personal Identifiable Information
PTA	Privacy Threshold Analysis
SAOP	Senior Agency Official for Privacy
SORN	System of Record Notice
SP	Special Publication
SSN	Social Security Number
SSP	System Security Plan
TIN	Tax Identification Number
USDA	United States Department of Agriculture (often referred as "Department")

## Appendix C. DEFINITIONS:

Term	Definition
Computer Matching Agreement, CMA	The Computer Matching and Privacy Protection Act covers two kinds of matching programs: (1) matches involving Federal benefits programs; and, (2) matches using automated records from Federal personnel or payroll systems of records.
Generate	Generate is defined as the creation of an item. For the purpose of privacy documentation, generate in terms of the system creating PII data.
Process	Process is defined as a method or action that results in a transformation or alteration of data. For the purpose of privacy documentation, system manipulates or changes the PII data within the system.
Store	Store is defined as a location in which data is retained. For the purpose of privacy documentation, system contains or maintain for future access PII data.

## Appendix D. NIST SP 800-53 Revision 4 Appendix J

(Projected scheduled release date August 2014):

Privacy controls are the administrative, technical, and physical safeguards employed within organizations to protect and ensure the proper handling of PII. There are eight privacy control families with each family aligning with one of the Federal Information Processing Standards (FIPS.) The privacy control families can be implemented at the organization, department, agency, component, office, program, or information system level, under the leadership of the Senior Agency Official for Privacy (SAOP) or Chief Privacy Officer (CPO)<sup>2</sup> and in coordination with the Chief Information Security Officer (CISO), Chief Information Officer (CIO), program officials, and legal counsel. Table J-1 provides a summary of the privacy controls by family in the privacy control catalog

**TABLE J-1: SUMMARY OF PRIVACY CONTROLS BY FAMILY**

CNTL NO.	PRIVACY CONTROLS
<b>AP</b>	<b>Authority and Purpose</b>
AP-1	Authority to Collect
AP-2	Purpose Specification
<b>AR</b>	<b>Accountability, Audit, and Risk Management</b>
AR-1	Governance and Privacy Program
AR-2	Privacy Impact and Risk Assessment
AR-3	Privacy Requirements for Contractors and Service Providers
AR-4	Privacy Monitoring and Auditing
AR-5	Privacy Awareness and Training
AR-6	Privacy Reporting
AR-7	Privacy-Enhanced System Design and Development
AR-8	Accounting of Disclosures
<b>DI</b>	<b>Data Quality and Integrity</b>
DI-1	Data Quality
DI-2	Data Integrity and Data Integrity Board
<b>DM</b>	<b>Data Minimization and Retention</b>
DM-1	Minimization of Personally Identifiable Information
DM-2	Data Retention and Disposal
DM-3	Minimization of PII Used in Testing, Training, and Research
<b>IP</b>	<b>Individual Participation and Redress</b>
IP-1	Consent
IP-2	Individual Access

<sup>2</sup> All federal agencies and departments designate an SAOP/CPO as the senior organizational official with the overall organization-wide responsibility for information privacy issues. OMB Memorandum 05-08, provides guidance for the designation of SAOPs/CPOs.





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CNTL NO.	PRIVACY CONTROLS
IP-3	Redress
IP-4	Complaint Management
SE	Security
SE-1	Inventory of Personally Identifiable Information
SE-2	Privacy Incident Response
TR	Transparency
TR-1	Privacy Notice
TR-2	System of Records Notices and Privacy Act Statements
TR-3	Dissemination of Privacy Program Information
UL	Use Limitation
UL-1	Internal Use
UL-2	Information Sharing with Third Parties

Source:

NIST Special Publication 800-53-Rev.4, *Security and Privacy Controls for Federal Information Systems and Organizations*