

**U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT**

PRIVACY THRESHOLD ANALYSIS (PTA)

**Inspector Candidate Assessment
Questionnaire for
Physical Inspection Training**

Public and Indian Housing (PIH)

Instruction & Template

March, 2018

PRIVACY THRESHOLD ANALYSIS (PTA)

The PTA is a compliance form developed by the Privacy Branch to identify the use of Personally Identifiable Information (PII) across the Department. The PTA is the first step in the PII verification process, which focuses on these areas of inquiry:

- Purpose for the information,
- Type of information,
- Sensitivity of the information,
- Use of the information,
- And the risk to the information.

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002 or a System of Record Notice (SORN) is required under the Privacy Act of 1974, as amended.

Please complete this form and send it to your program Privacy Liaison Officer (PLO). If you have no program Privacy Liaison Officer, please send the PTA to the HUD Privacy Branch:

Marcus Smallwood, Acting, Chief Privacy Officer
Privacy Branch
U.S. Department of Housing and Urban Development

privacy@hud.gov

Upon receipt from your program PLO, the HUD Privacy Branch will review this form. If a PIA or SORN is required, the HUD Privacy Branch will send you a copy of the PIA and SORN templates to complete and return.

PRIVACY THRESHOLD ANALYSIS (PTA)

SUMMARY INFORMATION

Project or Program Name:	Inspector Candidate Assessment Questionnaire (ICAQ)		
Program:	<input type="text"/>		
CSAM Name (if applicable):	N/A	CSAM Number (if applicable):	N/A
Type of Project or Program:	<input type="text"/>	Project or status:	<input type="text"/>
Date first developed:	May 22, 2001	Pilot launch date:	N/A
Date of last PTA update:	December 17, 2014	Pilot end date:	N/A
ATO Status (if applicable)	<input type="text"/>	ATO expiration date (if applicable):	N/A

PROJECT OR PROGRAM MANAGER

Name:	Samuel Tuffour		
Office:	PIH	Title:	Program Manager
Phone:	202 475 8604	Email:	Samuel.X.Tuffour@hud.gov

INFORMATION SYSTEM SECURITY OFFICER (ISSO) (IF APPLICABLE)

Name:	Dallas Blair		
Phone:	202.475.8699	Email:	dallas.c.blair@hud.gov

SPECIFIC PTA QUESTIONS

1. Reason for submitting the PTA: 	
<p>HUD uses contract inspectors trained and certified in HUD's Uniform Physical Condition Standards (UPCS) inspection protocol to conduct inspections of HUD assisted and insured properties.</p> <p>Individuals who seek to become certified UPCS inspectors must complete and submit the Inspector Candidate's Assessment Questionnaire to HUD. HUD reviews and assesses the completed Questionnaire to determine whether the individual meets the requirements (basic knowledge, skills and abilities) to attend the UPSC inspection training.</p> <p>Individuals at state Housing Finance Agency (HFA) agencies who seek to be UPCS certified inspectors also complete the Questionnaire for information purposes only.</p>	

2. Does this system employ the following technologies? <i>If you are using these technologies and want coverage under the respective PIA for that technology, please stop here and contact the HUD Privacy Branch for further guidance.</i>	<div style="margin-bottom: 5px;"><input type="checkbox"/> Social Media</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Web portal² (e.g., SharePoint)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Contact Lists</div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> Public website (e.g., A website operated by HUD, contractor, or other organization on behalf of the HUD)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> None of these</div>
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3. From whom does the Project or Program collect, maintain, use, or disseminate information? <i>Please check all that apply.</i>	<div style="margin-bottom: 5px;"><input type="checkbox"/> This program collects no personally identifiable information³</div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> Members of the public</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> HUD employees/contractors (list programs):</div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> Contractors working on behalf of HUD</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Employees of other federal agencies</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Other (e.g. business entity)</div>
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² Informational and collaboration-based portals in operation at HUD and its programs 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.

³ HUD 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.

4. What specific information about individuals is collected, generated or retained?	
<p>The following data sets are collected:</p> <ol style="list-style-type: none"> 1. Candidate's name 2. Candidate's address 3. Candidate's email address 4. Candidate's telephone numbers - home, work, and cell 5. Candidate's identification number 	
4(a) Does the project, program, or system retrieve information from the system about a U.S. Citizen or lawfully admitted permanent resident aliens by a personal identifier?	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If yes, please list all personal identifiers used:
4(b) Does the project, program, or system have an existing System of Records Notice (SORN) that has already been published in the Federal Register that covers the information collected?	<input type="checkbox"/> No. Please continue to next question. <input checked="" type="checkbox"/> Yes. If yes, provide the system name and number, and the Federal Register citation(s) for the most recent complete notice and any subsequent notices reflecting amendment to the system <i>Federal Register Privacy Act Notice 66 FR 28192 dated May 22, 2001</i>
4(c) Has the project, program, or system undergone any significant changes since the SORN?	<input checked="" type="checkbox"/> No. Please continue to next question. <input type="checkbox"/> Yes. If yes, please describe.
4(d) Does the project, program, or system use Social Security Numbers (SSN)?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes.
4(e) If yes, please provide the specific legal authority and purpose for the collection of SSNs:	Click here to enter text.
4(f) If yes, please describe the uses of the SSNs within the project, program, or system:	Click here to enter text.
4(g) If this project, program, or system is an information technology/system, does it relate solely to infrastructure? <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 this question.
4(h) If header or payload data⁴ is stored in the communication traffic log, please detail the data	

⁴ Header: Information that is placed before the actual data. The header normally contains a small number of bytes of control information, which is used to communicate important facts about the data that the message contains and how it is to be interpreted and used. It serves as the communication and control link between protocol elements on different devices.

Payload data: The actual data to be transmitted, often called the payload of the message (metaphorically borrowing a term from the space industry!) Most messages contain some data of one form or another, but some actually contain

elements stored.
Click here to enter text.

5. Does this project, program, or system connect, receive, or share PII with any other HUD programs or systems?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list: Click here to enter text.
6. Does this project, program, or system connect, receive, or share PII with any external (non-HUD) partners or systems?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list: Click here to enter text.
6(a) Is this external sharing pursuant to new or existing information sharing access agreement (MOU, MOA, etc.)?	<div style="border: 1px solid black; height: 20px; width: 100px; margin-bottom: 5px;"></div> Please describe applicable information sharing governance in place:
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 HUD personnel?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please list:
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/agencies who have requested access to their PII?	<input checked="" type="checkbox"/> No. What steps will be taken to develop and maintain the accounting: NOT APPLICABLE <input type="checkbox"/> Yes. In what format is the accounting maintained:
9. Is there a FIPS 199 determination?⁵	<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

none: they are used only for control and communication purposes. For example, these may be used to set up or terminate a logical connection before data is sent.

⁵ 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.

	Integrity: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High Availability: <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High
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PRIVACY THRESHOLD ANALYSIS REVIEW
(TO BE COMPLETED BY PROGRAM PLO)

Program Privacy Liaison Reviewer:	Click here to enter text.
Date submitted to Program Privacy Office:	Click here to enter a date.
Date submitted to HUD Privacy Branch:	Click here to enter a date.
Program Privacy Liaison Officer Recommendation:	
<i>Please include recommendation below, including what new privacy compliance documentation is needed.</i>	
Click here to enter text.	

(TO BE COMPLETED BY THE HUD PRIVACY BRANCH)

HUD Privacy Branch Reviewer:	Click here to enter text.
Date approved by HUD Privacy Branch:	Click here to enter a date.
PTA Expiration Date:	Click here to enter a date.

DESIGNATION

Privacy Sensitive System:	<input type="text"/> If "no" PTA adjudication is complete.
Category of System:	<input type="text"/> If "other" is selected, please describe: Click here to enter text.
Determination:	<input 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"/> HUD 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 your program PRA Officer. <input type="checkbox"/> A Records Schedule may be required. Contact your program Records Officer.	
PIA:	<div></div> <p>If covered by existing PIA, please list: Yes As explained above, a Privacy Act Notice was issued on May 22, 2001 [66 FR 28192], for individuals who successfully complete the UPCS training and are certified as UPCS inspectors. The system of records and accompanying routine uses established by and covered under that Notice do not expressly cover individuals who submit the Questionnaire and after doing so either do not qualify for or successfully complete the UPCS training.</p>
SORN:	<div></div> <p>If covered by existing SORN, please list: Click here to enter text.</p>
HUD Privacy Branch Comments: <i>Please describe rationale for privacy compliance determination above.</i>	
Click here to enter text.	

DOCUMENT ENDORSMENT

DATE REVIEWED:
PRIVACY REVIEWING OFFICIALS NAME:

By signing below, you attest that the content captured in this document is accurate and complete and meet the requirements of applicable federal regulations and HUD internal policies.

SYSTEM OWNER

Samuel Tuffour, Program Manager
Physical Assessment Training

Date

CHIEF PRIVACY OFFICER

<<INSERT NAME/TITLE>>

OFFICE OF ADMINISTRATION

Date