![USDA United States Department of Agriculture]

System Name: USDA Professional Standards Training Tracker Tool
CSAM ID:
Privacy Documentation Checklist

Requirement	Y/N	Comments
Privacy Threshold Analysis (PTA)		
1. Has a PTA been developed for the system?	Y	Dated: 03/02/2016
2. Does the system contain personally identifiable information?	Y	Other: School Nutrition and Meal Service professionals Name; Email
3. Is the PTA signed?	Y	04/07/2016
4. Is a Privacy Impact Assessment (PIA) required for the system?	Y	Dated: 10/20/2016
Privacy Impact Assessment (PIA)		
1. Does the PIA define the scope of the information collected, the reasons for its collection?	Y	The user is able to create a user profile with the following information: School district/address, school name/address, individual name, email address, title of their position, and hiring date.
2. Does the PIA describe the uses of information and the accuracy of the data being used?	Y	The employees and managers are responsible for checking for accuracy of their own information. FNS staff will not be checking for accuracy.
3. Does the PIA describe how long information will be retained after the initial collection?	Y	Information will be retained as long as their account is active
4. Does the PIA describe the scope of sharing within the United States Department of Agriculture?	Y	The information will be shared with Food and Nutrition Service and State agency employees for the purpose of tracking training hours for Administrative Review.

Requirement	Y/N	Comments
5. Does the PIA describe the content, scope, and authority for information sharing external to USDA which includes Federal, state and local government, and/or the private sector?	Y	The information shared includes: employee name, school name, title of their position, email address, hiring date, training title and training hours. The information will be shared with FNS and State agencies employees for Administrative Review purposes. The information is shared so school nutrition professionals can personally track their own training hours for professional standards requirements. Managers can enter in training for their own employees only.
a. Is personally identifiable information shared outside the Department?	N	
b. Under which System of Records Notice (SORN) does the system operate?	NA	
6. Does the PIA describe the notice to the individual of the scope of information collected, the right to consent to uses of said information, and the right to decline to provide information?	Y	Tracking training is mandatory as stated on HHFKA, 2010, however using the USDA tool to track the trainings is voluntary.
7. Does the PIA describe an individual's ability to ensure the accuracy of the information collected about them?	Y	Each user has the ability to edit or delete entries.
8. Does the PIA describe technical safeguards and security measures?	Y	Internal users of the application are audited by the security office. The audit ensure a valid FNS-674 form is on file for every internal privileged users.
9. Does the PIA describe the selection process for any technologies used by the system?	N	No, the project does not employ technology which may raise privacy concerns.

Requirement	Y/N	Comments
10. Does the PIA describe the privacy impact of using third party websites and/or applications?	NA	N/A

Additional Evaluator Comments:

Evaluator Recommendations:

| **Evaluator Signature:** | Wilson J. Moorer
Acting Privacy Officer | **Date:** | 08/07/2023 |