IF YOUR SYSTEM COLLECTS/CONTAINS PII, GO DIRECTLY TO THE PIA FORM

PRIVACY THRESHOLD ANALYSIS (PTA)
TO IDENTIFY SYSTEMS CONTAINING PERSONALLY IDENTIFIABLE
INFORMATION (PII)

Preparer:
Organization:
Office/Telephone:
Full System Name (spell out any acronyms):
Date Prepared:

Please submit your responses to your Liaison Privacy Official. The LPO will submit the final version to the National Privacy Program.

System Stages: ☐ Definition   ☐ Development/Acquisition   ☐Implementation

☐ Operation & Maintenance   ☐ Decommissioned

Note: As your system goes through the life cycle stages listed above, you will need to complete a PTA for each stage.

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1. Provide an overview/description of the system.

2. What data elements does the system collect? Specify.

3. Does this system collect any type of PII[1] on an individual? If yes, please provide the PII elements collected (e.g., name, address, telephone number, date of birth, etc.)
    Yes____   No____

4. Does this system collect any Sensitive PII on an individual? If "yes", please provide the PII elements collected: (e.g., medical information, financial information[2], social security numbers in any form[3], biometrics, etc.)
    Yes ___ No ___

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[1] PII is any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.
[2] Includes bank account or routing numbers.
[3] Includes full or truncated SSN.

Does this system use forms to collect the information containing the PII? If "yes", paper ___ or electronic ___.   If paper, please provide the form name and number. If electronic, please provide the URL _____.
Yes ___   No ___