Describe, briefly but with specificity, how the PII will be secured in the system using awareness training.

Describe the process and guidelines in place with regard to the retention and destruction of PII.

Identify the responsibilities for protecting the information being collected and maintained.

Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring contractors, etc. may access PII.

Describe training system users receive (above and beyond general security and privacy responsibilities for protecting the information being collected and maintained.

Describe the methods in place to allow those with access to PII to only access the minimum data's integrity, availability, accuracy and relevancy.

Process to notify and obtain consent from individuals whose PII is in the system when major changes have occurred to the system.

Describe how PII is collected, maintained, used, shared, and retained.

Identify the type of PII that the system will collect.

For what primary purpose is the PII used?

How many individuals' PII is in the system?

Indicate the categories of individuals about whom PII is collected, maintained or shared.

Indicate the type of PII that the system will collect or maintain.

Does the system collect, maintain, use or share PII?

Describe in further detail any changes to the system that have occurred since the last PIA.

Does the system have Security Authorization (SA)?

Is this a new or existing system?

Identify the operator.

Does the system include a Website or online application available to and for the use of the general public?

The subject of this PIA is which of the following?

OPDIV:

Date Signed:

Privacy Impact Assessment