

U.S. Environmental Protection Agency
Implementation Plan for Reducing Personally Identifiable Information
FY-16

EPA's National Privacy Program (NPP) reviews Privacy Threshold Analysis (PTA) and Privacy Impact Assessments (PIA) at the beginning of the life cycle of a system to determine if the collection is necessary. The NPP also conducts a data call twice a year to identify the collection and uses of PII across the Agency. Once identified, collections are reviewed to determine if superfluous. If excessive elements are found, modifications are made to eliminate any superfluous uses. In the third quarter of FY2017, EPA will conduct a data call to review and update Agency forms and websites for PII collections. Moreover, second quarter FY2017 EPA will review and update Agency PIAs for all agency federal information systems (FIS).

Action Item	Comments
<p>Action Item: Review Agency federal information systems.</p> <p>Purpose: To reassess the Agency's need to continue to collect the PII elements and to eliminate any elements, if no longer needed.</p>	<p>Outcome:</p> <ol style="list-style-type: none"> 1. Identification of all systems that collect any type of PII. 2. Elimination of unnecessary PII collections and/or data elements. <p>Determination of the number of PII elements reduced.</p> <ol style="list-style-type: none"> 1. Program offices prepare paperwork to make the necessary changes.
<p>Action Item: Review and update Agency PIAs for all Agency systems.</p> <p>Purpose: To reassess the Agency's need to collect PII elements or eliminate, if no longer needed. Identify any new risk associated with the collection.</p>	<p>Outcome:</p> <p>Evaluation of Agency PII collections.</p> <p>Determination if data collections are accurate, relevant, timely and complete.</p> <p>Determination of the number of new PIAs: 2</p>
<p>Action Item: Review Agency SORNs</p> <p>Purpose: To reassess the Agency's need to eliminate any elements or the SORN, if no longer needed.</p>	<p>Outcome:</p> <p>Elimination of unnecessary PII collections.</p> <p>Program offices directed to prepare paperwork to make the necessary changes. (i.e., modify or delete) the subject SORN.</p> <p>Determination of the number of new SORNs: 4</p>
<p>Action Item: Survey Agency forms that collect PII; determine current need for PII.</p> <p>Ensure all forms used by the program has been included on the Agency inventory of forms.</p>	<p>Outcome:</p> <p>Reduction in displaying of PII elements; increase in truncating of SSN; and the elimination of unnecessary collections of PII. Establishment of an inventory of Agency forms.</p> <p>Number of forms reviewed: <u>TBC FY17</u></p> <p>Number of forms modified: <u>TBC FY17</u></p>

<p>Action Item:</p> <p>Review all Agency Websites to determine if PII is collected; determine if any/all PII elements are needed; ensure Privacy Notice (PN) is present; ensure adequacy of PN.</p>	<p>Outcome:</p> <ol style="list-style-type: none"> 1. Identification of all uses of PII in Agency processes and ensure that programs are only collecting the PII needed to conduct Agency business. 2. PII elements collected and or shared.
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Number of PII Elements reduced: 2