EPA United States
Environmental Protection
Agency

PRIVACY IMPACT ASSESSMENT

Submit in *Word format* electronically to: Judy Earle (earle.judy@epa.gov)

Office of Environmental Information

System Name: Passport Expiration Notification System	
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Date: 10/12/16	Phone: 202-564-6631
Reason for Submittal: New PIA_____ Revised PIA__X__ Annual Review_____	
This project is in the following life cycle stage(s):	
Definition ☐ Development/Acquisition ☐ Implementation ☐	
Operation & Maintenance ☒ Termination/Decommissioned ☐	
Note: Existing Systems require an updated PIA when there is a significant modification or where changes have been made to the system that may create a new privacy risk. For a listing of significant modifications, see OMB Circular A-130, Appendix 1, Section (c) (1) (a-f) at http://www.whitehouse.gov/omb/circulars/a130/a130appendix_i.aspx	

I. Data in the System

1. What data elements will be collected/contained in the system?

   Passport holder's name, place of birth, passport number and passport issue and expiration dates.

2. What are the sources (people/systems) and types (categories) of the data/information in the system?

   Individual Passport applications.

   U.S. Department of State

3. Why is the information collected? (Purpose)

   To track the status of no-fee passports, including the issuance date, expiration date, and current location.

4. How is the information collected? Individual Passport applications.

5. Is this a paper and/or electronic collection of data?

   Paper/'Electronic

6. How will the information be used by the Agency?

   To request and obtain country clearances for EPA staff traveling to foreign countries to conduct official government business.

7. If the system has been revised or terminated, are the original personally identifiable information (PII) elements still being collected or contained in the system? Yes_X__ No___. If no, what are the elements currently being collected? When did the collection of the original PII elements stop? How was the old data removed from the system?

II. Access Controls for the Data

1. Do the systems have access control levels within the system to prevent authorized users from accessing information they don't have a need to know? If so, what control levels have been put in place? If no controls are in place why have they been omitted? No.

2. Has the data in the system been encrypted according to the National Institute of Standards and Technology (NIST) requirements? **(Note: this requirement is for sensitive PII only)**

   No.

3. Has the system undergone a risk analysis to identify harms that may result from technical failures, malevolent third parties or human error? Yes___ No_X__   (**Note: The risk analysis will help identify possible risks to the data in the system.**)

4. How will you educate individuals/users having authorized access about the misuse of PII data? What type of training will users receive?

   Users will take the annual Privacy Awareness Training.

5. Who *(internal and external parties)* will have access to the data/information in the system? If contractors, are the Federal Acquisition Regulations (FAR) clauses included in the contract (24.104 Contract clauses; 52.224-1 Privacy Act Notification; and 52.224-2 Privacy Act)?

   Only certified Passport Agents in the OITA Travel Office, and in Region 5 and the OITA Database Administrator will have access to the information contained in the database.

6. Will other systems, agencies, state or local governments or other external parties (i.e., non-EPA) share or have access to information in this system? Yes___ No_X__. If yes, what type of agreement was issued *(i.e., ISA, MOU, etc.,)*? _If any agreements were issued, please supply the Privacy Program a copy of the agreement._

7. Will data and/or processes be converted from paper to electronic? If so, what controls are in place to protect the data from unauthorized access or use? No.

III. Attributes of the Data

1. How is the system designed to retrieve information by the user? Will it be retrieved by personal identifier? Yes_X__ No___. If yes, what identifier(s) will be used. *(A personal identifier is a name, social security number or other identifying symbol assigned to an individual, i.e. any identifier unique to an individual.)*

   Passport Holder's Name.

2. Do individuals have the opportunity to decline to provide information or to consent to particular uses of the requested information? Yes___ No_X__ If yes, how is notice given to the individual? *(Privacy policies must clearly explain where the collection or sharing of certain information may be optional and provide users a mechanism to assert any preference to withhold information or prohibit secondary use.)*

3. Where is the privacy policy (paper-form)/notice (electronic-webpage) posted?

   The privacy policy is not posted. The system is limited to 4 employees that have access.

4. Has a record control schedule been issued for the records in the system or the system itself? If so, provide the schedule number.

   Records Control Schedules 0090 and 1010.

5. While the data are retained in the system, what are the requirements for determining that the information collected remains sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

   Records are closed and returned to the Department of State when employee separates, retires transfers to a new agency, or job duties no longer require international travel.

6. Will this system provide the capability to identify, locate, or monitor individuals? If yes, explain.

   No.

7. Does this system use any persistent tracking technologies?

   No.