

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

Preparer:
Organization:
Office/Telephone:
System Name:
Date Prepared:

Please submit your responses to Judy Earle, Agency Privacy Officer, at earle.judy@epa.gov or contact her at (202) 566-1668 if you need further assistance.

System Stages: Definit

Note: As your system goes through the life cycle stages listed above, you will need to complete a PTA for each stage. Once the system reaches the *Implementation* stage and it still does not collect any PII elements a PTA is no longer needed.

1. Does this system collect medical information on an individual?

Yes ___ No ___

2. Does this system collect financial information on an individual (e.g., bank account or routing numbers)?

Yes ___ No ___

3. Does this system collect social security numbers in any form (full or truncated)?

Yes ___ No ___

4. Does this system collect any other type of ¹PII on an individual?

Yes ___ No ___

If "yes", please provide the PII elements collected: (e.g., name, address, telephone number, date of birth, etc.)

5. Does this system use forms to collect the information containing the PII? Yes ___ No ___

If "yes", paper ___ or electronic ___. If paper, please provide the form name, form number and electronic location. _____. If electronic, please provide the url _____.

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.