



## West Virginia Executive Branch Privacy Impact Assessment

Please plan for this assessment to take about 30 minutes to complete and be aware that your answers will not be saved. You'll need to complete the entire assessment to generate the report at the conclusion. Also be aware that you will be automatically logged out after 20 minutes of inactivity.

### INDIVIDUAL COMPLETING THIS FORM:

First Name:

Last Name:

Role/Title:

Department:

Division/Agency:

Telephone Number:

E-mail Address:

### PROJECT MANAGER:

Name:

### PROJECT INFORMATION:

Project Name:

Project Start Date(mm/dd/yyyy):

### DEPARTMENT PRIVACY OFFICER:

Name:

Department:

Telephone Number:

E-mail Address:

Is this project procurement related?

Yes  No  Not Sure

Is there a designated Information Security Officer/Chief Information Officer?

Yes  
 No



## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY THRESHOLD ANALYSIS (PTA) QUESTIONS

**Section:** PTA

Q1. Project Description (for example, to track direct hire benefits, to process financial transactions, to provide project specific reports).

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY THRESHOLD ANALYSIS (PTA) QUESTIONS

**Section:** PTA

**Q2. Name the phase of the project/system development life cycle (select only one phase):**

- Initiation
- Development/Acquisition
- Implementation
- Operations/Maintenance

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY THRESHOLD ANALYSIS (PTA) QUESTIONS

**Section:** PTA

**Q3. The project/system has been designated as a:**

- Major Application
- Minor Application
- General Support System
- Other

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY THRESHOLD ANALYSIS (PTA) QUESTIONS

**Section:** PTA

**Q4. Is information being collected, used, maintained or disclosed?**

- Yes
- No



## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY THRESHOLD ANALYSIS (PTA) QUESTIONS

**Section:** PTA

**Q5. Is Personally Identifiable Information (PII) being collected, used, maintained or disclosed?**

- Yes
- No. This is NOT a Privacy Sensitive Project or system. A Privacy Threshold Analysis (PTA) is sufficient at this time.



## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY THRESHOLD ANALYSIS (PTA) QUESTIONS

**Section:** PTA

**Q6. What PII will be collected, used, maintained or disclosed? Please check all that apply:**

- Biometric identifier (fingerprint/voiceprint/retinal scan)
- Certificate/license number
- Consumer Reporting Agency information
- Criminal information
- Date of birth
- Driver's License numbers
- Employment information (name/address/phone number/fax number/IP address/email)
- Financial account information (checking/savings/PINs/credit or debit card numbers)
- First and last name
- Home phone number
- Home street address
- Individual Taxpayer Identification number
- Legal documents
- Maiden name
- Marital status
- Passport number
- Personal email address
- Personal fax number
- Personal internet protocol (IP) address
- Personal mobile phone number
- Social Security number
- Student identification card number
- Tax information
- Vehicle identifier number (including license plate)
- Other
- None of the above

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# West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Data Collection, Use And Storage

**Q7. Do you have legal authority to collect this information?**

- Yes
- No
- Not sure



# West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Data Collection, Use And Storage

**Q7. Do you have legal authority to collect this information?**

- The Affordable Care Act
- Children's Online Privacy Protection Act (COPPA)
- Drivers Privacy Protection Act
- Fair Credit Reporting Act
- Family Educational Rights and Privacy Act (FERPA)
- Freedom of Information Act (FOIA)
- Gramm-Leach-Bliley Act
- Health Information Technology for Economic and Clinical Health Act (HITECH)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Maxwell Governmental Access to Financial Records Act
- Omnibus Reconciliation Act of 1990
- Privacy Act of 1974
- Records Management and Preservation of Essential Records Act
- Tax Reform Act of 1976
- The Uniform Electronic Transactions Act
- Uniform Motor Vehicle Records Disclosure Act
- Federal (Specify common name of law or legal citation)
- State (Specify common name of law or legal citation)
- Other

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Data Collection, Use And Storage

**Q8. Which of the following describes how the information will be stored at the point of collection?**

- Electronic only
- Combination of electronic/paper
- Paper only

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Data Collection, Use And Storage

**Q9. Has the designated security official initiated a risk assessment?**

- Yes
- No
- Not sure

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Data Collection, Use And Storage

**Q10. From whom is the information being collected? Please check all that apply:**

- Members of the public
- Employees/contractors
- Databases (private/federal/state)
- Websites
- Other Sources:

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Data Collection, Use And Storage

**Q11. Where will the information be stored?**

- Locally (Within your agency)
- Off-site (such as by OT)
- Cloud (please identify)
- Other

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q12. How will the information be transmitted or disclosed?**

- Electronic Only
- Combination of electronic/paper
- Paper only
- Other

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q13. Will the information be secured (i.e encrypted) in transit?**

- Yes
- No
- Not Sure

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q14. With whom will the information be shared?**

- Within the organization
- External organization
- N/A

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q15. Which agreements are in place?**

- Business Associate Agreement
- Memorandum of Understanding
- Vendor contract
- Notice of State of West Virginia Confidentiality Policies and Information Security Accountability Requirements
- Contract not yet in place
- N/A
- Other

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q16. Does the agreement stipulate how the organization will protect the PII it receives?**

- Yes
- No
- Contract not yet in place
- N/A

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q17. If contractor will be using the electronic system, do the contracts include clauses ensuring adherence to privacy terms and policies?**

- Yes
- No
- Contract not yet in place
- N/A

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q18. Are there procedures or policies in place that give individuals the opportunity, ability or right to:**

- Decline providing information.
- Gain access to their own information to verify accuracy.
- Update or correct their PII.
- N/A

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Disclosure (Sharing)

**Q19.** Are there policies or guidelines in place for the retention and destruction of PII related to this project?

- Yes
- No
- N/A

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# West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

**Q20.** Are there controls in place to ensure that access to PII is restricted to only those individuals who need the PII to perform their official duties?

- Yes
- No
- N/A

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

**Q21.** Are there controls in place to ensure files are backed up?

Yes

No

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

Q22. What controls are in place to ensure files are backed up?

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

**Q23. Are there physical controls in place?**

- Yes
- No



## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

**Q23. Are there physical controls in place?**

- Biometrics
- Cipher Door Locks
- Door Keys
- Guards
- Identification Badges
- Key Cards
- Locked Cabinet
- Security Camera
- Other

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

**Q24.** Is there an incident response plan in place?

Yes

No

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## West Virginia Executive Branch Privacy Impact Assessment

**Title:** PRIVACY IMPACT ASSESSMENT (PIA) QUESTIONS

**Section:** Administrative, Physical And Technical Controls

**Q25. Is additional risk mitigation needed?**

- Yes
- No
- Not sure

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