



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



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

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

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

Yes

No



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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.

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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