



United States Department of the Interior


OFFICE OF THE SECRETARY

Washington, DC 20240

Memorandum

SEP 30 2014

To: Bureau and Office Heads

From: Sylvia Burns 
Chief Information Officer and Senior Agency Official for Privacy

Subject: Department of the Interior Privacy Impact Assessment Guide, DI-4001 PIA Form, and Adapted Privacy Impact Assessment

This memorandum issues the attached Department of the Interior (DOI) Privacy Impact Assessment (PIA) Guide, DI-4001 PIA form, and Adapted PIA for agency-wide implementation. The attached DOI PIA Guide supersedes OCIO Bulletin 2002-015, "Privacy Impact Assessments for Department of the Interior Information Systems," the DOI PIA Guide issued March 2004, and any other previously issued guidance on this topic.

The DOI PIA Guide provides detailed guidance on identifying, evaluating and analyzing potential privacy risks associated with the development or use of information systems or applications pursuant to the E-Government Act of 2002, the Privacy Act of 1974, Office of Management and Budget privacy policies, National Institute of Standards and Technology guidelines, and other applicable privacy laws, regulations and standards. PIAs demonstrate that the agency has evaluated privacy risks and incorporated protections commensurate with those risks to protect personally identifiable information (PII) and ensure sufficient safeguards are in place for the privacy of personal information. PIAs also provide information to the public on what information agencies collect about them, how that information is used and shared, and any impact that collection and use may have on their personal privacy. All DOI PIAs conducted after the effective date of this memorandum must be completed in accordance with the attached DOI PIA Guide.

The DI-4001 PIA form is an automated form with electronic signature capability, which allows for a streamlined PIA workflow and approval process, and an efficient method for conducting PIAs to ensure the protection and proper handling of PII during the information life cycle. The DI-4001 PIA form is available to all DOI personnel on the Enterprise Forms System (EFS) portal at <https://eforms.doi.gov/>, the Department's enterprise-wide forms system. The DOI PIA Guide and the DOI Adapted PIA are available on the DOI PIA website at http://www.doi.gov/ocio/information_assurance/privacy/ppia.cfm.

Bureaus and Offices must utilize the DI-4001 PIA form when conducting privacy assessments of any new or modified information systems, and the Adapted PIA for assessments of third-party websites or applications to ensure privacy implications are considered and appropriately addressed. Bureau and Office Privacy Officers are requested to disseminate the DOI PIA Guide to all Bureau and Office privacy personnel, Information System Owners and Privacy Act System Managers, and provide additional guidance as necessary.

Please direct questions regarding the attached to Teri Barnett, Departmental Privacy Officer, at (202) 208-1943 or Teri_Barnett@ios.doi.gov, or your Bureau or Office Privacy Officer, whose contact information may be found at http://www.doi.gov/ocio/information_assurance/privacy/privacy-policy-contacts.cfm.

Attachment: DOI Privacy Impact Assessment Guide

cc: Assistant Directors for Information Resources
Bureau and Office Privacy Officers
Office of the Solicitor
Office of Inspector General
Chief Information Security Officer
Departmental Records Officer
Departmental Information Collection Clearance Officer
Bureau and Office Chief Information Security Officers
Bureau and Office Records Officers
Bureau and Office Information Collection Clearance Officers