

Privacy Analysis Worksheet

The Privacy Analysis Worksheet (PAW) is completed to determine whether a full Privacy Impact Assessment (PIA) and/ or a System of Records Notice (SORN) are required for your project.

This worksheet is to be completed by the project manager and system owner. Complete Section A below, sign and send the form to the Privacy Office. Upon receipt, the Privacy Office will review the form and may request additional information.

SECTION A

Summary Information

1. Name of project or system:
<Please enter the project or system name here.>
2. Description of project or system and its purpose:
<Please provide a general description of the project or system, and its purpose using a non-technical description, if statutory, provide citation.>
3. Contact Name, Title, Telephone Number and Organization:
<Please provide information here.>

Specific Questions

1. Does this project or system collect, maintain, retrieve or share personal information that can be used to directly or indirectly identify an individual?
 NO. A PIA is not required for this project. Skip to Signature Page.
 YES. A PIA is required for this project.
<Please provide a specific description of the information that might be collected or maintained.>
2. Does this project or system retrieve information using a personal identifier?
 NO. A Privacy Act SORN is not required for this project. Skip to Signature Page.
 YES. A Privacy Act SORN is required for this project.
<Please provide a description of the data fields that might be used to retrieve the information.>

Is there an existing Privacy Act System of Records Notice (SORN)?
 NO. <Contact privacyhelp@sec.gov for assistance.>
 YES. The existing SORN may need to be modified to reflect changes.
<Please provide the system notice number.>

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Signature of Individual(s) completing this form

System Owner/Date

Project Manager/Date

SECTION B

Endorsement

Chief Privacy Officer/Date

Chief Information Security Officer/Date

Approval

Chief Information Officer/Date