Department of Commerce
Privacy Impact Assessment (PIA) Flowchart

Office of Privacy & Open Government
Privacy Program

SAOP/CPO Staff

1) SAOP/CPO staff sends 90-day courtesy email that PTA/PIA is required and schedules PIA CRB meeting

BCPO or Designee

2) BCPO or designee confirms that SO/ISSO has been notified to complete PTA/PIA

SO/ISSO

3) SO/ISSO completes PTA assessment

4) Is a PIA required?

No → **5a)** Sends PTA to BCPO or designee for inclusion in the A&A Package

Yes → **5b)** Completes PIA and sends PTA/PIA to BCPO or designee *

* If PIA is revised from PIA CRB meeting, the bureau/operating unit will have 3 – 10 days to return the revised PIA to the SAOP/CPO staff.

BCPO or Designee

6) BCPO or designee receives and reviews the PTA/PIA

From **9** or **12**

7) Does PTA/PIA require changes?

Yes → **8a)** Sends back to **3**

No → **8b)** Submit PIA to DOC OCIO (DOCITSecurity@doc.gov) and submit PTA/PIA to SAOP/CPO staff (CPO@doc.gov) **

Send to **9** and **12**

** If PIA is revised from PIA CRB meeting, the BCPO submits the revised PIA to the SAOP/CPO staff only.

DOC OCIO

From **8b**

9) DOC OCIO receives and reviews the PIA***

10) Does PIA require changes?

Yes → **11a)** Notifies SAOP/CPO staff to be included in PIA Compliance Review Board (CRB) meeting

No → **11b)** Submits PIA approval to SAOP/CPO staff (CPO@doc.gov)

*** If PIA is revised from PIA CRB meeting, the SAOP/CPO staff will have 5 working days to review the PIA.

SAOP/CPO Staff

12) SAOP/CPO staff receives and reviews the PTA/PIA

13) Does PIA require changes?

Yes → **14a)** Submits PTA/PIA to SAOP/CPO

19) SAOP/CPO staff posts the PTA/PIA to DOC privacy website within 3 working days and sends notification of

SAOP/CPO S...

staff receives and reviews the PTA/PIA

13) Does PIA require changes?

From **8b**

No → **14b)** Submits PIA to SAOP/CPO

19) SAOP/CPO staff posts the PTA/PIA to DOC privacy website within 3 working days and sends notification of posting to BCPO

SAOP/CPO

Yes → **17a(i)** Conducts PIA CRB meeting → To **5b**

15) SAOP/CPO receives and reviews the PTA/PIA

16) Does PIA require changes?

17a (ii) SAOP/CPO makes decision about PIA/ATO concurrence

No → **17b)** Approves/ concurs with PIA ****

18) Sends PTA/PIA to SAOP/CPO staff for website posting

**** SAOP/CPO will have 5 working days to review and approve the PIA.