



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

JUL 13 2004

MEMORANDUM FOR CAROL STENDER-LARKIN
DIRECTOR, SUBMISSION PROCESSING ANDOVER

FROM: 
Maya Bernstein
Privacy Advocate OP:PA

SUBJECT: Business Resumption Report
Privacy Impact Assessment (PIA)

The Office of the Privacy Advocate has reviewed the Privacy Impact Assessment (PIA) for the Business Resumption Report. Based on the information you provided, our office does not have any privacy concerns that would preclude the system from operating. A revised PIA is required when considering any major modifications to the system, or at the scheduled recertification of this system/application.

We will forward a copy of the PIA to the Director, Modernization and System Security, to be included in the Certification and Accreditation package for formal acceptance. That office may request information concerning the statements contained in the PIA to ascertain compliance with applicable security requirements.

Note that the Electronic Government Act of 2002 requires that the IRS make this PIA available to the public. If there is any portion of this PIA that you believe would cause harm to the IRS or any party if disclosed to the public, please mark those portions and return to our office within 10 days.

If you have any questions or would like to discuss this PIA, please contact me at 202-927-5170. Our staff analyst is Susan Dennis at 202-622-5438.

Draft PIA Date: June 18, 2004

MEMORANDUM FOR: MAYA A. BERNSTEIN
PRIVACY ADVOCATE

FROM: Dan L. Myers, Field Director, Accounts Management (Cincinnati)
SE:S:CAS:AM:C

SUBJECT: Request for Privacy Impact Assessment (PIA) –
Business Resumption Report

Purpose of the System:

The Business Resumption Report will replace a report of the same name formerly available on TAPS (Totally Automated Personnel System). As of May 28, 2004, TAPS is no longer available for use by Wage & Investment and Small Business/Self-Employed Division personnel.

The Business Resumption Report will be available to employees' first-line and second-line managers and will contain emergency contact information, such as name, home address, home phone number, tour of duty, organization code, post of duty, and employment status (e.g., full-time permanent, seasonal, etc.). The purpose of this information is to enable managers to communicate with employees, or their next-of-kin, in order to:

- Provide information about work and/or the workplace
- Locate employees who may be missing
- Notify next-of-kin in event of injury or death

Name of Request Contact:

Name: Greg McClellan
Organization Name & Symbols: Andover Campus Site Coordinator's Office
SE:W:CAS:SP:AN:SC
Mailing Address: 310 Lowell Street, Mail Stop 112, Andover, MA 01810
Phone Number (with area code): (978) 474-5662

Name of Business System Owner:

Name: Carol Stender-Larkin
Organization Name & Symbols: Wage & Investment, Submission Processing
(Andover) SE:W:CAS:SP:AN
Mailing Address: PO Box 9311, Stop 100, Andover, MA 01810
Phone Number (with area code): (978) 474-5421

Requested Operational Date: July 31, 2004

Category: (Reason PIA is required--enter "y" or "n" and applicable dates)

New System?: N

Recertification? (if no change, enter date of last certification) N

Modification of existing system?: Y

Is this a National Standard Application (NSA)?: N

Is this a Modernization Project or System? N

If yes, the current milestone?: _____ (Enter 1-5; explain if combining milestones)

System of Records Number(s) (SORN) #: *(coordination is required with Office of Disclosure--contact David Silverman, 202-622-3607)*

Treasury/IRS 34.037 IRS Audit Trail and Security Records System

Treasury/IRS 36.003 General Personnel and Payroll Records

Attachment: PIA

Data in the System

<p>1. Describe the information (data elements and fields) available in the system in the following categories:</p> <ul style="list-style-type: none"> A. Taxpayer B. Employee C. Audit Trail Information (including employee log-in info) D. Other (Describe) 	<p>The report will contain the following employee information:</p> <p>name, home address, home phone number, tour of duty, organization code, post of duty, employment status</p>
<p>2. Describe/identify which data elements are obtained from files, databases, individuals, or any other sources.</p> <ul style="list-style-type: none"> A. IRS B. Taxpayer C. Employee D. Other Federal Agencies (List agency) E. State and Local Agencies (List agency) F. Other third party sources (Describe) 	<p>All IRS Employee data will be generated from the TIMIS and/or HR Connect systems.</p>
<p>3. Is each data item required for the business purpose of the system? Explain.</p>	<p>Yes. The data is necessary for communicating with employees during and/or after times of emergency for the following purposes:</p> <ul style="list-style-type: none"> ▪ To communicate important information concerning work and/or the workplace during or after times of emergency. ▪ To locate employees who may be missing following a calamitous event ▪ To notify next-of-kin in the event of injury or death of an employee
<p>4. How will each data item be verified for accuracy, timeliness, and completeness?</p>	<p>Information will be reviewed on a quarterly basis by 1st or 2nd level manager or designee.</p>
<p>5. Is there another source for the data? Explain how that source is or is not used.</p>	<p>No.</p>

<p>6. Generally, how will data be retrieved by the user?</p>	<p>A report is generated from the Personnel Information Website, which is accessible via password.</p>
<p>7. Is the data retrievable by a personal identifier such as name, SSN, or other unique identifier?</p>	<p>No. The data will be retrieved by clicking on a link on the Personnel Information intranet website. This generates a listing of emergency contact information of designated employees. The authorized requestor can access only his/her own employees' information. Authority is granted via the 5081 approval process.</p>

Access to the Data

<p>8. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Others)?</p>	<p>1st and 2nd level managers and their designees.</p>
<p>9. How is access to the data by a user determined and by whom?</p>	<p>1st and 2nd level managers and designees will have access to information pertaining to employees within their workgroups.</p>
<p>10. Do other IRS systems provide, receive, or share data in the system? If YES, list the system(s) and describe which data is shared. If NO, continue to Question 12.</p>	<p>The information will be obtained from the TIMIS and/or HR Connect systems.</p>
<p>11. Have the IRS systems described in Item 10 received an approved Security Certification and Privacy Impact Assessment?</p>	<p>Both TIMIS and HR Connect are owned by the Department of Treasury and fall under their security certification program.</p>
<p>12. Will other agencies provide, receive, or share data in any form with this system?</p>	<p>No.</p>

Administrative Controls of Data

<p>13. What are the procedures for eliminating the data at the end of the retention period?</p>	<p>Retired information is deleted from the system therefore, any outdated data is not accessible.</p>
<p>14. Will this system use technology in a new way? If "YES" describe. If "NO" go to Question 15.</p>	<p>No.</p>
<p>15. Will this system be used to identify or locate individuals or groups? If so, describe the business purpose for this capability.</p>	<p>The data will be used for maintaining emergency contact information relating to employees within a business unit.</p>
<p>16. Will this system provide the capability to monitor individuals or groups? If yes, describe the business purpose for this capability and the controls established to prevent unauthorized monitoring.</p>	<p>No.</p>
<p>17. Can use of the system allow IRS to treat taxpayers, employees, or others, differently? Explain.</p>	<p>No.</p>
<p>18. Does the system ensure "due process" by allowing affected parties to respond to any negative determination, prior to final action?</p>	<p>Does not apply.</p>
<p>19. If the system is web-based, does it use persistent cookies or other tracking devices to identify web visitors?</p>	<p>The system will be web-based on the IRS Intranet site, and will not utilize persistent cookies or other tracking devices.</p>