



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

DEC 0 4 2022

MEMORANDUM FOR JOSEPH BRIMACOMBE
DEPUTY DIRECTOR, COMPLIANCE POLICY
SMALL BUSINESS/SELF EMPLOYED

FROM:

Maya A. Bernstein
Privacy Advocate

A handwritten signature in black ink, appearing to read "Maya A. Bernstein".

SUBJECT:

CTRS Privacy Impact Assessment (PIA)

The Office of the Privacy Advocate has reviewed the Privacy Impact Assessment for the Collection Time Reporting System (CTRS). Based on the information you provided, our office does not have any privacy concerns that would preclude CTRS from operating. However, a revised PIA is required when considering any future upgrades or major modifications to the system or at the scheduled recertification of this system.

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 for operation. If you have any questions, please contact me at 202-927-5170; or your staff may contact Priscilla Hopkins at 202-927-9758.

Attachment

cc: Director, Modernization and System Security OS:MA:M

Date November 17, 2003

MEMORANDUM FOR MAYA BERNSTEIN
PRIVACY ADVOCATE CL:PA

FROM: Nancy Palmer, Chief
TDI and Reports Section OS:CIO:I:B:CS:AS:DF

SUBJECT: Request for Privacy Impact Assessment (PIA) –
Collection Time Reporting System

Purpose of the System: The Collection Time Reporting System (CTRS) collects and stores workload statistics for the four Collection functions. CTRS tracks non-Automated Collection System (ACS) field time spent on various tasks, case inventory, other Collection actions and Revenue Officer inventories. The system produces a series of MIS reports at the Territory, Area and Service Wide levels. CTRS data is used by Collection for resource allocation and balanced measures. External customers of CTRS data include the Commissioner's Office, GAO, TIGTA, and Congress.

Name of Request Contact:

Name: Flora Barrett
Organization Name & Symbols: TDI and Reports Section OS:CIO:I:B:CS:AS:DF
Mailing Address: A8-146 NCFB, Lanham, MD.
Phone Number (with area code): (202) 283-3131

Name of Business System Owner:

Name: Mary P. Shaw, Chief
Organization Name & Symbols: Collection MIS & Customer Service S:C:CP:S:CMIS
Mailing Address: C8-361 NCFB Lanham, MD.
Phone Number (with area code): (202) 283-2258

Requested Operational Date: October 31, 2003

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

New System?: _____
Recertification? (if no change, enter date of last certification) _____
Modification of existing system?: Yes
System modified to store backup files and host Web site.

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

Is this a Modernization Project or System? No

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

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

36.003 General Personnel and Payroll Records

No SORN is required for audit trail or inventory at this time. See PIA Item 1(c).

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) 	<ul style="list-style-type: none"> A. No taxpayer data B. At the server level (the level being certified), no employee data. At the Tier III level, employee name only. C. Because the data being tracked is purely statistical and only two SB/SE employees and the MITS developer access the data, an audit trail is not required at this time. D. Collection time codes and hours worked, inventory figures and Revenue Officer numbers by grade level
<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) 	<ul style="list-style-type: none"> A. The system receives time and inventory data from the Entity system. C. The system also receives data from employee timesheets. The data comprises work unit, employee classification, time codes or action types, hours worked, and inventory worked and received.
<p>3. Is each data item required for the business purpose of the system? Explain.</p>	<p>Yes. Monthly MIS reports are created from the time and inventory data.</p>
<p>4. How will each data item be verified for accuracy, timeliness, and completeness?</p>	<p>The data items are reviewed for accuracy by Collection personnel.</p>
<p>5. Is there another source for the data? Explain how that source is or is not used.</p>	<p>No other source exists for the data.</p>
<p>6. Generally, how will data be retrieved by the user?</p>	<p>At the server level, the user logs on to the server and retrieves the data.</p>
<p>7. Is the data retrievable by a personal identifier such as name, SSN, or other unique identifier?</p>	<p>No. The data is retrieved by organizational Function, Area, Territory, or by individual Time Code.</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>Users, and the MITS developer will have access.</p>
<p>9. How is access to the data by a user determined and by whom?</p>	<p>Users are members of S:C:CP:S:CMIS and are selected by CMIS management.</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 Entity system collects workload data from Collection Field Function and forwards it to CTRS.</p>
<p>11. Have the IRS systems described in Item 10 received an approved Security Certification and Privacy Impact Assessment?</p>	<p>Yes.</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>Processes are in place to eliminate data at the end of the retention period, which is one year. These processes consist of system script files that are configured to run automatically, and will delete the data at the end of the retention period.</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>No.</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>N.A.</p>
<p>19. If the system is web-based, does it use persistent cookies or other tracking devices to identify web visitors?</p>	<p>N.A.</p>