



Privacy Impact Assessment

*Asian Longhorned Beetle
Eradication, Data Collection and
Management System (ALBES)*

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APHIS/PPQ

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Document Information

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Revision History			
Revision	Date	Author	Comments
1.0	02/08/2009	Narpendar Bawa	
1.1	06/30/2010	Srinivas Mutthe	Updated Q30 response as per ISSM feedback

Distribution List			
Name	Title	Agency/Office	Contact Information



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1 System Information

System Information	
Agency:	U.S. Department of Agriculture
System Name:	Asian Longhorned Beetle Eradication, Data Collection and Management System (ALBES)
System Type:	<input type="checkbox"/> Major Application <input type="checkbox"/> General Support System <input checked="" type="checkbox"/> Minor Application
System Categorization (per FIPS 199):	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low
Description of System:	<p>ALBES (Asian Longhorned Beetle Eradication, Data Collection and Management System) is a web based data collection and management system developed to manage all aspects of the pest eradication emergency program including survey, control, removal, and regulatory activities. This system provides a standard approach for recording, collecting, visualizing, analyzing and reporting information for cooperating and regulatory entities. Currently the ALBES application design supports USDA (US Department of Agriculture) operations for ALB (Asian Long Horned Beetle) and EAB (Emerald Ash Borer) programs. The system provides a unified data collection and analysis mechanism to various local, state and federal cooperators of the ALBES program who currently manage their own data.</p> <p>The system :</p> <ul style="list-style-type: none"> • Improves project planning and communication among stakeholders to facilitate and support the eradication of the beetle • Interfaces with the GIS systems and migrate data from legacy systems. • Facilitates data accuracy and minimize duplication of data and data entry effort • Generates standardized reports • Produces maps and mapping functions • Facilitates field operations/contractor management • Analyzes and measures program effectiveness and performance
Who owns this system? (Name, agency, contact information)	<p>Alison Young COTR Manager USDA/APHIS 4700 River Road, Unit 144 Riverdale, MD 20737 Alison.I.Young@aphis.usda.gov Voice: 301-734-2256</p>



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Who is the security contact for this system? (Name, agency, contact information)	Carl B. Remalia, Jr., ISSM , PPQ (301) 734-0928 (301) 832-2436 (Cell) Email: carl.remalia@aphis.usda.gov
Who completed this document? (Name, agency, contact information)	Narpender Bawa Security Manager REI Systems Inc. 200 Fairbrook Dr Suite 103 Herndon VA 20170



2 Data Information

2.1 Data Collection

No.	Question	Response
1	Generally describe the data to be used in the system.	The data contains contact information of properties (telephone number and the name of the authorizing person for properties), tree survey related data, names and telephone numbers of USDA staff conducting surveys, and pest treatment related data. All the data is for ALBES affected areas in NY, NJ, MA, IL,
2	Does the system collect Social Security Numbers (SSNs) or Taxpayer Identification Numbers (TINs)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 3.
2.1	State the law or regulation that requires the collection of this information.	
3	Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4	Sources of the data in the system.	The source of the data is the surveys and treatment operations conducted by USDA staff or contractors.
4.1	What data is being collected from the customer?	Name, telephone number and their property address
4.2	What USDA agencies are providing data for use in the system?	APHIS/PPQ and State agencies
4.3	What state and local agencies are providing data for use in the system?	State Agriculture Agency
4.4	From what other third party sources is data being collected?	None
5	Will data be collected from sources outside your agency? For example, customers, USDA sources (i.e., NFC, RD, etc.) or Non-USDA sources.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 6.
5.1	How will the data collected from customers be verified for accuracy, relevance, timeliness, and completeness?	Information is collected from public sources. Surveys conducted validate the accuracy of information collected.
5.2	How will the data collected from USDA sources be verified for accuracy, relevance, timeliness, and completeness?	Information is collected from public sources. Surveys conducted validate the accuracy of information collected.



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No.	Question	Response
5.3	How will the data collected from non-USDA sources be verified for accuracy, relevance, timeliness, and completeness?	As the information is basic contact information, users will consult with local phone directories if there is a question about the accuracy or completeness of the contact information.

2.2 Data Use

No.	Question	Response
6	Individuals must be informed in writing of the principal purpose of the information being collected from them. What is the principal purpose of the data being collected?	The principal purpose of the data is for its use in conducting surveys, treatment of affected trees and tree removal operations.
7	Will the data be used for any other purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 8.
7.1	What are the other purposes?	
8	Is the use of the data both relevant and necessary to the purpose for which the system is being designed? In other words, the data is absolutely needed and has significant and demonstrable bearing on the system's purpose as required by statute or by Executive order of the President	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9	Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected (i.e., aggregating farm loans by zip codes in which only one farm exists.)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 10.
9.1	Will the new data be placed in the individual's record (customer or employee)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.2	Can the system make determinations about customers or employees that would not be possible without the new data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.3	How will the new data be verified for relevance and accuracy?	<p>Contact information is during initial steps when seeking permission to come onto the property for an inspection. If there is inaccuracy in the contact information, staff will consult local phone directories as needed.</p> <p>No systematic review of data is warranted as the contact information is not generally used after permission is granted.</p>



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No.	Question	Response
10	Individuals must be informed in writing of the routine uses of the information being collected from them. What are the intended routine uses of the data being collected?	The principal purpose of the data is for its use in conducting surveys, treatment of affected trees and tree removal operations.
11	Will the data be used for any other uses (routine or otherwise)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 12.
11.1	What are the other uses?	
12	Automation of systems can lead to the consolidation of data – bringing data from multiple sources into one central location/system – and consolidation of administrative controls. When administrative controls are consolidated, they should be evaluated so that all necessary privacy controls remain in place to the degree necessary to continue to control access to and use of the data. Is data being consolidated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 13.
12.1	What controls are in place to protect the data and prevent unauthorized access?	Role based access and using Secure Socket Layer (SSL) to ensure secure access to the system. (For a comprehensive list of security controls implemented for the system, refer to ALBES System Security Plan)
13	Are processes being consolidated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – If NO, go to question 14.
13.1	What controls are in place to protect the data and prevent unauthorized access?	Role based access and using Secure Socket Layer (SSL) to ensure secure access to the system. (For a comprehensive list of security controls implemented for the system, refer to ALBES System Security Plan)

2.3 Data Retention

No.	Question	Response
14	Is the data periodically purged from the system?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 15.
14.1	How long is the data retained whether it is on paper, electronic, in the system or in a backup?	
14.2	What are the procedures for purging the data at the end of the retention period?	
14.3	Where are these procedures documented?	



Data Collection and Management System (ALBES)

No.	Question	Response
15	While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	Property and tree data is reviewed and updated as required by surveying the properties by program staff.
16	Is the data retained in the system the minimum necessary for the proper performance of a documented agency function?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2.4 Data Sharing

No.	Question	Response
17	Will other agencies share data or have access to data in this system (i.e., international, federal, state, local, other, etc.)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 18.
17.1	How will the data be used by the other agency?	N/A
17.2	Who is responsible for assuring the other agency properly uses the data?	
18	Is the data transmitted to another agency or an independent site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 19.
18.1	Is there appropriate agreement in place to document the interconnection and ensure the PII and/or Privacy Act data is appropriately protected?	
19	Is the system operated in more than one site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 20.
19.1	How will consistent use of the system and data be maintained in all sites?	

2.5 Data Access

No.	Question	Response
20	Who will have access to the data in the system (i.e., users, managers, system administrators, developers, etc.)?	Users, supervisors, program management, system/database administrators
21	How will user access to the data be determined?	Role based
21.1	Are criteria, procedures, controls, and responsibilities regarding user access documented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



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No.	Question	Response
22	How will user access to the data be restricted?	Role based access control that is set by supervisors
22.1	Are procedures in place to detect or deter browsing or unauthorized user access?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23	Does the system employ security controls to make information unusable to unauthorized individuals (i.e., encryption, strong authentication procedures, etc.)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2.6 Customer Protection

No.	Question	Response
24	Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface (i.e., office, person, departmental position, etc.)?	ALB Program Office Christine Markham (National Program Director)
25	How can customers and employees contact the office or person responsible for protecting their privacy rights?	By using Phone numbers published on ALB Site - http://www.aphis.usda.gov/newsroom/hot_issues/alb/alb.shtml Toll free number (877-STOP-ALB) is distributed to customers.
26	A "breach" refers to a situation where data and/or information assets are unduly exposed. Is a breach notification policy in place for this system?	<input checked="" type="checkbox"/> Yes – If YES, go to question 27. <input type="checkbox"/> No
26.1	If NO, please enter the Plan of Action and Milestones (POA&M) number with the estimated completion date.	
27	Consider the following: <ul style="list-style-type: none"> ▪ Consolidation and linkage of files and systems ▪ Derivation of data ▪ Accelerated information processing and decision making ▪ Use of new technologies Is there a potential to deprive a customer of due process rights (fundamental rules of fairness)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 28.
27.1	Explain how this will be mitigated?	



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No.	Question	Response
28	How will the system and its use ensure equitable treatment of customers?	Application records only property, tree and contact information. No other information of contact (like race, ethnicity, religion and age) is stored in application
29	Is there any possibility of treating customers or employees differently based upon their individual or group characteristics?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 30
29.1	Explain	

3 System of Record

No.	Question	Response
30	Can the data be retrieved by a personal identifier? In other words, does the system actually retrieve data by the name of an individual or by some other unique number, symbol, or identifying attribute of the individual?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, go to question 31
30.1	How will the data be retrieved? In other words, what is the identifying attribute (i.e., employee number, social security number, etc.)?	N/A
30.2	Under which Systems of Record (SOR) notice does the system operate? Provide number, name and publication date. (SORs can be viewed at www.access.GPO.gov .)	N/A
30.3	If the system is being modified, will the SOR require amendment or revision?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4 Technology

No.	Question	Response
31	Is the system using technologies in ways not previously employed by the agency (e.g., Caller-ID)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – If NO, the questionnaire is complete.
31.1	How does the use of this technology affect customer privacy?	



5 Completion Instructions

Upon completion of this Privacy Impact Assessment for this system, the answer to OMB A-11, Planning, Budgeting, Acquisition and Management of Capital Assets, Part 7, Section E, Question 8c is:

1. Yes.

PLEASE SUBMIT A COPY TO THE OFFICE OF THE ASSOCIATE CHIEF
INFORMATION OFFICE FOR CYBER SECURITY.



Privacy Impact Assessment Authorization

Memorandum

I have carefully assessed the Privacy Impact Assessment for the

Asian Longhorned Beetle Eradication System (ALBES)
(System Name)

This document has been completed in accordance with the requirements of the E-Government Act of 2002.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

System Manager/Owner
OR Project Representative
OR Program/Office Head.

Date

Agency's Chief FOIA officer
OR Senior Official for Privacy
OR Designated privacy person

Date

Agency OCIO

Date