



Privacy Impact Assessment (PIA)

**Financial Management Systems (FMS)
IRS Reporting System (IRS-PPRS)**

IRS-1 099-A Reporting System (IRS)

Revision: *Final*



Farm Service Agency

Date: June 15, 2010



Document Information

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Document Revision and History			
Revision	Date	Author	Comments
1.01	06/15/2010	R. Barbee, ECS	Initial version for 2010 copied from 2009 FMS PIA
	7/07/2010	C. Niffen	Made changes per John Underwood on questions 4.4, 6, 7, 7.1, 12.1, 17.1, 17.2, 30.1, 30.3
Final	7/12/2010	S. Timbrook	Marked Final, added signature page, loaded to CSAM



Privacy Impact Assessment for
Financial Management Systems (FMS)
IRS 1099-A Reporting System



Privacy Impact Assessment Authorization Memorandum

I have carefully assessed the Privacy Impact Assessment for the
Financial Management Systems IRS 1099-A Reporting System

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.


Angela Sieg, Information System Owner Date 6/28/10


John Underwood, Chief Privacy Officer Date 7/2/10


James Gavin, FSA CIO Date 7/8/2010

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1 Purpose of Document

USDA DM 35 15-002 states: “Agencies are responsible for initiating the PIA in the early stages of the development of a system and to ensure that the PIA is completed as part of the required System Life Cycle (SLC) reviews. Systems include data from applications housed on mainframes, personal computers, and applications developed for the Web and agency databases. Privacy must be considered when requirements are being analyzed and decisions are being made about data usage and system design. This applies to all of the development methodologies and system life cycles used in USDA.

Both the system owners and system developers must work together to complete the PIA. System owners must address what data are used, how the data are used, and who will use the data. System owners also need to address the privacy implications that result from the use of new technologies (e.g., caller identification). The system developers must address whether the implementation of the owner’s requirements presents any threats to privacy.”

The Privacy Impact Assessment (PIA) document contains information on how the **IRS-1099-A Reporting System** affects the privacy of its users and the information stored within. This assessment is in accordance with NIST SP 800-37 *Guide for the Security Certification and Accreditation of Federal Information Systems*.

2 System Information

System Information

System Information	
Agency:	Farm Service Agency.
System Name:	IRS-1099-A Reporting System.
System Type:	Major Application General Support System Non-major Application
System Categorization (per FIPS 199):	High Moderate Low
Description of System:	The IRS-1099-A Reporting System extracts IRS reportable information recorded in the Price Support System for loan forfeiture, settlement and abandonment, printing of producer reports (CCC-1099-A), and transmission of reportable data to Kansas City.
Who owns this system? (Name, agency, contact information)	Angela Sieg FSA - ITSD/ADC/AFAO Farm Service Agency 6501 Beacon Drive Kansas City, MO. 64133 (816)926-1568 Angela.Sieg@kcc.usda.gov
Who is the security contact for this system? (Name, agency, contact information)	Brian Davies Information System Security Program Manager (IS SPM) U.S. Department of Agriculture Farm Service Agency 1400 Independence Avenue SW. 6051-S Washington, D.C. 20250 (202) 720-2419 brian.davies@wdc.usda.gov

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Who completed this document? (Name, agency, contact information)	Gary Linn ITSD/ADC/AFAO Farm Service Agency 6501 Beacon Drive Kansas City, MO. 64133 (816)926-6529 Gary.Linn@kcc.usda.gov
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3 Data Information

3.1 Data Collection

No.	Question	Response
1	Generally describe the data to be used in the system.	<p>Customer: Name, Address, TIN/SSN, banking information, delinquent debt and debtor information, information about the payment(s) made to the farmer/producer, SCIMS Core ID, program code and Treasure Referral Status based on TIN.</p> <p>Employee: eAuth user ID.</p> <p>Other: Detail program data is maintained at the State and County office.</p> <p>State Code, County Code, Tax ID, Tax ID Type (E, 1, S) payee name and address, amount paid, program identification, transaction date, Group Entry Stamp.</p>
2	Does the system collect Social Security Numbers (SSNs) or Taxpayer Identification Numbers (TINs)?	<p>Yes</p> <p>No – If NO, go to question 3.</p>
2.1	State the law or regulation that requires the collection of this information.	The Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.) and Executive Order 9397.
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.	<p>Yes</p> <p>No</p>
4	Sources of the data in the system.	<p>Manual input from County via System 36 and transmitted to the Kansas City Comm. Center. NPS data is merged with county office transmissions and are input to FMS</p> <p>Federal Agency Sources: AMS, FNS, Kansas City Commodity Office, FSA, Department of Justice, US Treasury, Minneapolis Federal Reserve Bank</p>
4.1	What data is being collected from the customer?	Name, Address, SSN, TIN.
4.2	What USDA agencies are providing data for use in the system?	Farm Service Agency State and County offices.

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No.	Question	Response
4.3	What state and local agencies are providing data for use in the system?	None.
4.4	From what other third party sources is data being collected?	Cotton Cooperatives, Peanut Marketing Association, banking institutions, CADE Data File, and vendors.
5	Will data be collected from sources outside your agency? For example, customers, USDA sources (i.e., NFC, RD, etc.) or Non-USDA sources.	Yes No – If NO, go to question 6.
5.1	How will the data collected from customers be verified for accuracy, relevance, timeliness, and completeness?	<p>Accuracy will be verified using: Standard Accounting Practices; CTCS has Interface stats reports and balancing controls, Automated system validations.</p> <p>Completeness will be checked using a mixture of human and automated review by:</p> <ul style="list-style-type: none"> -System edit validations. -Daily balancing comparing General Ledger activity with applicable subsidiaries. -Each payment must contain minimal FSA accounting information or the payment will be rejected. Service Center employees are responsible for the ‘certification’ approval and ‘signing’ approval of each payment request. -Control records on batch interface files.
5.2	How will the data collected from USDA sources be verified for accuracy, relevance, timeliness, and completeness?	<p>Accuracy will be verified using: Standard Accounting Practices; CTCS has Interface stats reports and balancing controls, Automated system validations.</p> <p>Completeness will be checked using a mixture of human and automated review by:</p> <ul style="list-style-type: none"> -System edit validations. -Daily balancing comparing General Ledger activity with applicable subsidiaries. -Each payment must contain minimal FSA accounting information or the payment will be rejected. Service Center employees are responsible for the ‘certification’ approval and ‘signing’ approval of each payment request. -Control records on batch interface files.

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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?	<p>Accuracy will be verified using: Standard Accounting Practices; CTCS has Interface stats reports and balancing controls, Automated system validations.</p> <p>Completeness will be checked using a mixture of human and automated review by:</p> <ul style="list-style-type: none"> -System edit validations. -Daily balancing comparing General Ledger activity with applicable subsidiaries. -Each payment must contain minimal FSA accounting information or the payment will be rejected. Service Center employees are responsible for the ‘certification’ approval and ‘signing’ approval of each payment request. -Control records on batch interface files.

3.2 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?	To extract IRS reportable information recorded in the Price Support System for loan forfeiture, settlement and abandonment, development and printing of reports, and transmission of reportable data
7	Will the data be used for any other purpose?	<p>Yes</p> <p>No – If NO, go to question 8.</p>
7.1	What are the other purposes?	N/A
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	<p>Ye</p> <p>s</p> <p>No</p>
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.)?	<p>Yes</p> <p>No – If NO, go to question 10.</p>
9.1	Will the new data be placed in the individual’s record (customer or employee)?	<p>Ye</p> <p>s</p>

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No.	Question	Response
9.2	Can the system make determinations about customers or employees that would not be possible without the new data?	Yes No
9.3	How will the new data be verified for relevance and accuracy?	N/A.
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 data is used for Service Center and National Payment Service (NPS) accounting transactions. Data is also required to comply with IRS mandates for reporting of taxable benefits for the producer and FSA.
11	Will the data be used for any other uses (routine or otherwise)?	Yes No – If NO, go to question 12.
11.1	What are the other uses?	N/A.
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?	Yes No – If NO, go to question 13.
12.1	What controls are in place to protect the data and prevent unauthorized access?	N/A.
13	Are processes being consolidated?	Yes No – If NO, go to question 14.
13.1	What controls are in place to protect the data and prevent unauthorized access?	N/A.

3.3 Data Retention

No.	Question	Response
14	Is the data periodically purged from the system?	Yes 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?	3 years.

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No.	Question	Response
14.2	What are the procedures for purging the data at the end of the retention period?	Refer to USDA standard media disposal policy and procedure found in FSA 6-IRM and USDA DR 3601-001. IRS Reporting System: NITC File Maintenance Procedures for Scratch files.
14.3	Where are these procedures documented?	Refer to USDA standard media disposal policy and procedure found in FSA 6-IRM and USDA DR 3601-001. IRS Reporting System: NITC File Maintenance Procedures for Scratch files.
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?	Data, after completion is not altered. The information is protected by agency policies and the security controls issued by USDA. The key is to ensure the accuracy of this data prior to entering it into the system. The key method utilized is the Acceptance Testing process. IRS Reporting System: Internal NITC controls.
16	Is the data retained in the system the minimum necessary for the proper performance of a documented agency function?	Yes s No

3.4 .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.)?	Yes No – If NO, go to question 18.
17.1	How will the data be used by the other agency?	Financial Management System: For statistical and public reporting. IRS Reporting System: Reporting information to the IRS
17.2	Who is responsible for assuring the other agency properly uses the data?	FSA/FMD and IRS
18	Is the data transmitted to another agency or an independent site?	Yes No – If NO, go to question 19.

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No.	Question	Response
18.1	Is there appropriate agreement in place to document the interconnection and ensure the PII and/or Privacy Act data is appropriately protected?	N/A.
19	Is the system operated in more than one site?	Yes No – If NO, go to question 20.
19.1	How will consistent use of the system and data be maintained in all sites?	Consult 6-IRM details of the configuration management process for this system.

3.5 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, System Administrators, Developers, and IT Personnel.
21	How will user access to the data be determined?	Access is determined by discretion of management. Users must have valid reason to access data.
21.1	Are criteria, procedures, controls, and responsibilities regarding user access documented?	Ye s No
22	How will user access to the data be restricted?	Once properly authorized, users have access to all data.
22.1	Are procedures in place to detect or deter browsing or unauthorized user access?	Ye s
23	Does the system employ security controls to make information unusable to unauthorized individuals (i.e., encryption, strong authentication procedures, etc.)?	Ye s No

3.6 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.)?	FSA Privacy Act Officer/FSA PII Officer.

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No.	Question	Response
25	How can customers and employees contact the office or person responsible for protecting their privacy rights?	FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642 or By contacting John W. Underwood, Privacy Officer, at: FSA Privacy Act Officer / FSA PII Officer USDA - Farm Service Agency Beacon Facility - Mail Stop 8388 9240 Troost Avenue Kansas City, Missouri 64131-3055 Phone: 816-926-6992 Cell: 816-564-8950 Fax: 816-448-5833 mailto:John.Underwood@kcc.usda.gov
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?	Yes – If YES, go to question 27. No
26.1	If NO, please enter the Plan of Action and Milestones (POA&M) number with the estimated completion date.	N/A.
27	Consider the following: 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)?	Yes No – If NO, go to question 28.
27.1	Explain how this will be mitigated?	N/A.
28	How will the system and its use ensure equitable treatment of customers?	The Financial Management Systems are implemented using a methodology that ensures data processing will be accomplished in the same manner for all customers.
29	Is there any possibility of treating customers or employees differently based upon their individual or group characteristics?	Yes No – If NO, go to question 30.
29.1	Explain	N/A.

4 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?	Yes 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.)?	By SSN/TIN and Name/Address
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 .)	USDA FSA-2 - Farm Records File (Automated). USDA/FSA-14 - Applicant Borrower.
30.3	If the system is being modified, will the SOR require amendment or revision?	Yes

5 Technology

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

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6 Completion Instructions

Upon completion of this Privacy Impact Assessment for this system, the answer to OMB A-1 1, 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.