
Approved for Release
Catrina D. Purvis
Senior Agency Official for Privacy (SAOP)/Chief Privacy Officer (CPO)

09/28/2020
Date

DEPARTMENT OF COMMERCE
OFFICE OF PRIVACY AND OPEN GOVERNMENT

PRIVACY BULLETIN #002, FY 2020

SUBJECT: Delegation of SAOP Concurrence for the Re-issuance of an Authorization to Operate (ATO) for Personally Identifiable Information (PII)/Business Identifiable Information (BII) Processing Systems Eligible for the Re-certification Process

EFFECTIVE DATE: Upon release of this Privacy Bulletin

EXPIRATION DATE: Effective until superseded or revoked

SUPERSEDES: Not applicable

BACKGROUND: Office of Management and Budget (OMB) Memorandum 14-04 and Commerce policy require Senior Agency Official for Privacy (SAOP) approval as a pre-condition for the issuance/re-issuance of an Authorization to Operate (ATO).

PURPOSE: This Bulletin provides the criteria, as well as instruction to the Bureau Chief Privacy Officers (BCPOs) on reviewing and approving Privacy Impact Assessments (PIAs) for PII processing systems which are eligible for the re-certification process.

COVERAGE: This bulletin applies to Bureau Chief Privacy Officers (BCPOs).

PROCEDURE: The responsibilities for key stakeholders are as follows:

1. Bureau Chief Privacy Officers (BCPOs):
 - a. Review the bureau/operating unit's PII/BII Processing System Inventory to confirm that the last Compliance Review Board (CRB) meeting was held within three (3) years. If it has been less than three (3) years, continue to follow the instruction below. If it has been more than three (3) years and the PII Confidentiality Impact Level is Moderate or High, submit the privacy compliance documentation to the SAOP at CPO@doc.gov in order for a CRB meeting to be scheduled to be held with the SAOP. Otherwise, if the PII Confidentiality Impact Level is Low, follow the guidance and instruction of Privacy Bulletin #003, FY 2020.

- b. Review the Privacy Impact Assessments (PIAs) posted on the DOC Privacy Program web page at www.commerce.gov/privacy to confirm that there is a current SAOP approved PIA (good for one year only) for the information system.
 - c. Review the Privacy Threshold Analysis (PTA) and updated PIA to confirm that there are not any changes which create new privacy risks and there are not any new collections of PII/BII.
 - d. Review the PIA Annual Review Certification Form to ensure the appropriate reviews have been conducted by the reviewer, Privacy Act Officer, and BCPO.
 - e. Complete the BCPO Concurrence of PIA Memorandum (Appendix) and submit it, as well as the PTA, PIA, and PIA Annual Review Certification Form to the SAOP at CPO@doc.gov within three (3) work days of BCPO concurrence of the PIA on behalf of the SAOP.
2. Senior Agency Official for Privacy (SAOP) and Deputy Director for Departmental Privacy Operations:
 - a. Review the privacy compliance documentation received.
 - b. Ensure posting of the BCPO approved PIA, in addition to the corresponding PTA on the Department's privacy web page at www.commerce.gov/privacy within three (3) business days.
 - c. Update the Departmental PII/BII Processing System Inventory.

ACCOUNTABILITY:

- OMB Circular A-130 requires Federal agencies to:
 - Ensure compliance with all applicable statutory, regulatory, and policy requirements and use PIAs and other tools to manage privacy risks;
 - Conduct PIAs in accordance with the E-Government Act and make the PIAs available to the public in accordance with OMB policy;
 - Review authorization packages for information systems that involve PII; and
 - Establish and maintain a privacy continuous monitoring program.
- The PTA and PIA will be published on the Department's privacy web page.

REFERENCES:

OMB Circular A-130, *Managing Information as a Strategic Resource*

OMB Memorandum 14-01, *Fiscal Year 2013 Reporting Instructions for the Federal Information Security Management Act and Agency Privacy Management*

PROGRAM CONTACT INFORMATION:

Office of Privacy and Open Government
(202) 482-1190
PrivacyAct@doc.gov

