

**HHS Privacy Impact Assessment (Form) / SAMHSA OPS Physical Access Control System (PACS) (Item)**

**PIA SUMMARY**

<b>1</b>	
<p>The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget.</p> <p><b>Note: If a question or its response is not applicable, please answer "No" to that question.</b></p>	

2	Summary of PIA Required Questions					
	*Is this a new PIA?	Yes				
	If this is an existing PIA, please provide a reason for revision:					
	*1. Date of this Submission:	May 25, 2006				
	*2. OPDIV Name:	SAMHSA				
	*3. Unique Project Identifier (UPI) Number:	None				
	*4. Privacy Act System of Records (SOR) Number:	A SOR is currently in the process of being created.				
	*5. OMB Information Collection Approval Number:	No				
	*6. Other Identifying Number(s):	No				
	*7. System Name:	SAMHSA Physical Access Control System				
	*9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:					
	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: left;">Point of Contact Information</th> </tr> </thead> <tbody> <tr> <td style="width: 60%;">POC Name</td> <td>Kathleen Milenkovic</td> </tr> </tbody> </table>		Point of Contact Information		POC Name	Kathleen Milenkovic
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POC Name	Kathleen Milenkovic					
	*10. Provide an overview of the system:	The SAMHSA PACS uses management software for access control and security operations. Its primary function is to provide physical access control predominately for SAMHSA staff and personnel accessing its facilities.				
	*13. Indicate if the system is new or an existing one being modified:	New				
	*17. Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	Yes				
	<p><b>Note: This question seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to</b></p>					

the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation	
<b>Note: If no IIF is contained in the system, please answer questions 21, 23, 30, 31, 37, 50 and 54, then promote the PIA to the Sr. Privacy Official who will authorize the PIA.</b>	
<b>If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.</b>	
<b>*21. Is the system subject to the Privacy Act?</b>	Yes
<b>*23. If the system shares or discloses IIF please specify with whom and for what purpose(s):</b>	The system is a stand alone system and does not share disclose information with external agencies or people outside the agency.
<b>*30. Please describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information. In this description, indicate whether the information contains IIF and whether submission of personal information is voluntary or mandatory:</b>	The SAMHSA PACS system collects the following information: employee name, employment status, social security number, building location, room number and phone number. The SAMHSA PACS system uses this information for badge creation. The information is stored in event of badge losage or duplication request. The IIF information contained is used to perform an employee background investigation which is the determining factor for badge issuance.
<b>*31. Please describe in detail any processes in place to:</b> <ul style="list-style-type: none"> <li>• notify and obtain consent from the individuals whose IIF is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection)</li> <li>• notify and obtain consent from individuals regarding what IIF is being collected from them and how the information will be used or shared:</li> </ul>	Consent is obtained from employees at time of Badge request. When employee returns badge request he/she are notified via formal notice of the IIF being collected, the reason for the IIF information and how the information will be used or shared.
<b>*32. Does the system host a website?</b>	No
<b>*37. Does the website have any information or pages directed at children under the age of thirteen?</b>	No
<b>*50. Are there policies or guidelines in place with regard to the retention and destruction of IIF?</b>	Yes
<b>*54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.</b>	SAMHSA PACS system ensures the privacy of employees IIF through the use of passwords, secured storage room, and system lock-out with incorrect entry attempts.