Print Form

CLEARANCE RECORD

(SEE INSTRUCTIONS ON REVERSE)

1. TYPE OF DOCUMENT	2. IDENTIFICATION NUMBER (IF ANY)
BOEM Policy Directive	CATS #: ADAB-11-0048

3. SUBJECT/TITLE

Privacy Act Program Policy Directive

4. SUMMARY OF DOCUMENT CONTENTS (if a revision, given rationale for change)

Revision of current MMS Manual Privacy Act 383.1.1, dated January 2000.

COMPLETED

3 of 3

5. ORIGINATOR

ORGANIZATION	NAME AND TITLE	TELEPHONE NUMBER	DATE
BOEMRE, A&B, IMD, Capital Planning & Information Policy Branch	Deborah Kimball, Bureau Privacy Act Officer	+1 (703) 787-1258	

6. CLEARANCES

ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE SURNAME	INTERNAL CLEARANCE DATE
MS 2200	Brenda Taylor Chief, Capital Planning & Information Policy	See attached			
MS 2200	Craig Ekholm Chief, Information Management Division	See attached			
MS 2050	Melissa L. Stoltz Directives Liaison Officer	See attached			
MS 5438	Bob Brown Associate Director, Administration	S/R on yellow		[illegible]	10/24/2011
MS 0100	Office of Document Management, BOEM	[illegible]	10/25/11		
MS 0100	Chief of Staff, BOEM	[illegible]	10/27/11	CSB	
MS 0100	Walter Cruickshank Deputy Director, BOEM	Walter D. Cruickshank	12-12-11	[illegible]	11/17/11 11/18/11

7. SIGNATURE INFORMATION

➡ NOTE: INDICATE BY STAMP THE NAME OF SIGNING ➡ OFFICIAL AND DATE SIGNED.	SIGNED BY	DATE SIGNED

8. FOR USE OF FINAL ACTION OFFICE

AFTER SIGNATURE RETURN TO	ISSUANCE NUMBER ASSIGNED

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ORGANIZATION	NAME AND TITLE	TELEPHONE NUMBER	DATE
BOEMRE, A&B, IMD, Capital Planning & Information Policy Branch	Deborah Kimball, Bureau Privacy Act Officer	+1 (703) 787-1689	

6. CLEARANCES

ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE SURNAME	INTERNAL CLEARANCE DATE
MS 2200	Brenda Taylor Chief, Capital Planning & Information Policy	Brenda C. Taylor	9/13/2011		
MS 2200	Craig Ekholm Chief, Information Management Division	See attached			
MS 2050	Melissa L. Stoltz Directives Liaison Officer	Melissa L. Stoltz	9/28/11		
MS 4000	Bob LaBelle Associate Director, OEMM	See attached			
MS 2200	Jonathan Jones Bureau Directives Officer	See attached			
MS 5438	Bob, Brown Associate Director, Administration & Budget				
MS 0100	Office of Document Management, BOEMRE				
MS 0100	Tom Lillie Chief of Staff, BOEMRE				
MS 0100	Walter Cruickshank Deputy Director, BOEMRE				
MS 010	Tommy Beaudreau Senior Advisor, BOEMRE				

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ORGANIZATION	NAME AND TITLE	TELEPHONE NUMBER	DATE
BOEMRE, A&B, IMD, Capital Planning & Information Policy Branch	Deborah Kimball, Bureau Privacy Officer	+1 (703) 787-1689	06/24/2011

6. CLEARANCES

ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE SURNAME	INTERNAL CLEARANCE DATE
MS 2200	Brenda Taylor Chief, Capital Planning & Information Policy	Brenda A. Taylor	6/29/2011		
MS 2200	Craig Ekholm Chief, Information Management Division	C. H. Ekholm	7.20.11		
MS 4000 for	Bob LaBelle Associate Director, OEMM	[illegible]	8/3/11	[illegible]	8-1-11
MS 5438 for	George Triebsch Associate Director, PMI	Charles Norfleet	8/10/11		
MS 2200	Jonathan Jones Bureau Directives Officer	Jonathan E. Jones	8/25/11		
MS 2000	Bob Brown Associate Director, A&B				

7. SIGNATURE INFORMATION

NOTE: INDICATE BY STAMP THE NAME OF SIGNING OFFICIAL AND DATE SIGNED.	SIGNED BY	DATE SIGNED

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AFTER SIGNATURE RETURN TO	ISSUANCE NUMBER ASSIGNED

Routing Slip for ADAB-11-0048-- Appropriate Action --

Print Close

Control Information

Control #:	ADAB-11-0048	**Control Type:**	DIRC	**Control Date:**	10/21/2011
Rec/Int Date:	10/21/2011	**Exec Sec #:**		**LM#:**	
Resp Office:	ADAB	**Surname:**	Brown; Cruickshank; Beaudreau		
Corr. Date:		**Corr. Type:**	OTHER	**Corr. Source:**	

TO:	Title/Organization:	Last Name:	First Name:
THROUGH:	Title/Organization:		
FROM:	Title/Organization:	Last Name:	First Name:

FOR SIGNATURE OF:	Title:	Organization:	Date Due:	Date Signed:
	DIRECTOR	DIRCU	10/28/2011	

Subject: BOEM Privacy Act Program Policy Directive

Comments:

Action Information

Date Sent (10/21/2011)

Action Office:	ADAB	**Action Date:**		**Action Taken:**	
Action Name:		**Send To:**	ADAB	**Date Sent:**	10/21/2011
Action Requested:	SURNAME	**Due Back:**	10/28/2011		
Comments:					

CORRESPONDENCE/BRIEFING INFORMATIONAL FORM

SUBJECT MATTER: Privacy Act Program Policy Directive

OFFICE: Capital Planning and Information Policy Branch

AUTHOR: Deborah Kimball , Bureau Privacy Officer

REQUEST APPROVAL FROM: Director for Bureau of Ocean Energy Management

SUMMARY: This chapter prescribes policies, procedures and responsibilities for the implementation and management of the Privacy Act program, adhering to the requirements of the Privacy Act of 1974, as amended, within the bureau.

COMMENTS: Please approve the policy directive.

U.S. DEPARTMENT OF THE INTERIOR

Bureau of Ocean Energy Management

TRANSMITTAL SHEET

Version No. 1

DEC 12 2011

SUBJECT: Administrative Series
Part 383 Public Access to Records
Chapter 2 Privacy Act Program Policy Directive

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter prescribes policies, procedures and responsibilities for the implementation and management of the Privacy Act program, adhering to the requirements of the Privacy Act of 1974, as amended, within the bureau.

Walter D. Cadell

Deputy Director

FILING INSTRUCTIONS:

REMOVE:

Part	Chapter	Pages	Release
383	2	16	267

INSERT:

Part	Chapter	Pages	Version No.
383	2	5	

OPR: Information Management Division
Office of Administration

Department of the Interior
Bureau of Ocean Energy Management

Effective Date: DEC 12 2011
Release No.: 1
Series: Administrative
Part 383: Public Access to Records
Chapter 1: Privacy Act

Originating Office: Information Management Division, Office of Administration

1. **Purpose.** This policy prescribes procedures and responsibilities for the implementation and management of the Privacy Act Program, adhering to the requirements of the Privacy Act of 1974, as amended, within the Bureau.

2. **Objectives.** The objectives of the Bureau Privacy Program are to implement the Privacy Act of 1974 guidelines and to ensure bureau policies, standards, and procedures are consistent with those established by the Department of the Interior (DOI).

3. **Authorities.**

A. DOI Regulations 383 DM Chapters 1-15
http://www.doi.gov/ocio/privacy/manual/index.html

B. The Privacy Act of 1974, as amended, 5 U.S.C. 552a
http://www.justice.gov/opcl/privstat.htm

C. 43 Code of Regulations (CFR) Part 2.45 – 2.79, Subject D, Privacy Act
http://www.doi.gov/foia/43cfrsub.html

D. Office of Management and Budget (OMB) Circular A-130 – Appendix 1
http://www.whitehouse.gov/omb/circulars_a130_a130appendix_i

E. E-Government Act of 2002, Section 208 – Privacy Provisions
http://www.whitehouse.gov/omb/memoranda_m03-22

F. 5 CFR Part 297, Privacy Procedures for Personnel Records
http://law.justia.com/cfr/title05/5-1.0.1.2.29.html

G. Homeland Security Presidential Directive-12 (Federal Information Processing Standard 201)
http://www.dhs.gov/xabout/laws/gc_1217616624097.shtm

H. The Computer Matching and Privacy Protection Act of 1988
http://www.justice.gov/opcl/1974compmatch.htm

I. The Freedom of Information Act (exemptions 6 and 7 (c))
http://www.justice.gov/oip/exemption6.htm
http://www.justice.gov/oip/exemption7c.htm

J. OMB Memorandum 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII), May 22, 2007
http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2007/m07-16.pdf

K. OMB Memorandum 06-16, Protection of Sensitive Agency Information, June 23, 2006
http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2006/m06-16.pdf

L. OMB Memorandum 06-15, Safeguarding PII, May 22, 2006
http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2006/m-06-15.pdf

M. OMB Memorandum 03-22, Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, September 26, 2003
http://www.whitehouse.gov/omb/memoranda_m03-22

4. **Policy.** The Bureau maintains a Privacy Act Program established for developing policy and providing program oversight to comply with all applicable regulatory and statutory requirements and for reviewing new and existing DOI policies. This policy applies to all Bureau employees, managers, and contractors who handle, control, or access documents, records, or information technology systems that contain Privacy Act and personally identifiable and sensitive information.

5. **Definitions.**

A. Disclosure. Disclosure means release of information contained in a system of records to any person (other than the person to whom the information pertains), including any employee of the Bureau, DOI, or employees of other Federal departments and agencies.

B. Maintain. As defined in the Privacy Act, the term "maintain" includes maintain, collect, use, or disseminate. With reference to a record subject to the Act, "maintain," means the collection, use, or dissemination or any combination of these recordkeeping functions. It also connotes control over, responsibility, and accountability for systems of records.

C. Personally Identifiable Information. Any information about an individual maintained by an agency, which can be used to distinguish, trace, or identify an individual's identity, including personal information which is linked or linkable to an individual.

D. Privacy Act. Sets forth requirements for Federal agencies when they collect, maintain, or disseminate information about individuals.

E. Privacy Act Information. Data about an individual that is retrieved by name or other personal identifier assigned to the individual.

F. Privacy Impact Assessment (PIA). A PIA is an analysis of how information is handled: (1) to ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy; (2) to determine the risks and effects of collecting, maintaining, and disseminating information in identifiable form in an electronic information system; and (3) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks.

G. Record. Federal records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them.

H. Routine Use. Any outside source disclosure of Privacy Act information in which the use is compatible with the purpose for which the information was collected. Routine uses must be included in the published notice for the system of records involved.

I. Sensitive Information. Information that requires protection due to the risk and magnitude of the loss or harm that could result from inadvertent or deliberate disclosure, alteration, or destruction of the data. Sensitive data include proprietary data, records about individuals requiring protection under the Privacy Act, data such as payroll, financial, management information, or data that is critical to the mission of the Bureau.

J. System Manager. A system manager is an official who has been designated in a system notice as having administrative responsibility for a system of records.

K. System Notice. A system notice describes a system of records subject to the Privacy Act to include: the system name, location, categories of individuals covered by the system, categories of records in the system, statutory authority for maintenance of the system, routine uses of the records maintained, to whom disclosures can be made, and other identifying characteristics of the system. A new system notice must be published in the Federal Register prior to establishment of each proposed new system. Revised system notices are required when a new routine use is being proposed for an existing system.

L. System of Records. A system of records is a group of any records under the control of an agency from which information is retrieved by the name of an individual or by some identifying number, symbol, or other identifier assigned to the individual.

6. **Responsibilities.**

A. The Director has responsibility for ensuring that all Bureau programs and activities are in compliance with Federal Privacy Act regulations.

B. The Deputy Director has overall responsibility for ensuring that appropriate Privacy Act policies and procedures are planned and implemented in all Bureau activities and will designate the Bureau Privacy Act Officer.

C. The Bureau Privacy Act Officer carries out the responsibility of the Deputy Director for implementing the requirements of the Privacy Act program and will do the following.

(1) Manage and administer the Bureau Privacy Act Program.

(2) Ensure privacy considerations are addressed in the reengineering of business processes through paper or electronic media.

(3) Assist employees in identifying and addressing privacy information when planning, developing, implementing, and operating bureau information management systems that maintain information on individuals.

(4) Ensure access to and disclosure of PII is limited to individuals with an official need to know to accomplish an official mission, administrative function, or statutory requirement.

(5) Ensure appropriate safeguards are applied to all PII in the Bureau's possession.

(6) Ensure the Bureau will not collect or use a social security number as a personal identifier in connection with any information system or database, unless the collection and/or use is authorized and provided for by law.

(7) Ensure appropriate and prompt notification to all affected individuals in the event of a breach of sensitive PII commensurate with risk of harm to the individual(s) and consistent with Federal and agency requirements.

(8) Manage in accordance with all regulations Bureau systems of record notices and privacy impact assessments.

(9) Study issues related to the Privacy Act and its application to procedures and processes used by Bureau programs.

(10) Attend DOI meetings/conferences and participate in privacy workgroups.

D. The Bureau Regional Directors are responsible for ensuring regional compliance with the Privacy Act Program.

E. System Managers/Owners are responsible for ensuring that the information collected and maintained in an information management system conforms to applicable legal, regulatory, and policy requirements regarding privacy.

F. All Bureau employees who are involved in the maintenance of records subject to the Privacy Act must comply with the provisions of the Privacy Act and must adhere to all Federal and

agency privacy statutes and requirements. Individuals are responsible for reporting incidents involving the security, loss, and misuse or unauthorized disclosure of Privacy Act information and PII.

7. **Procedures**. The Bureau shall comply with all Federal and DOI privacy policies and procedures.