# Office of Administration, Office for Information Technology official logo

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| Information Technology Policy |
| ***Privacy Impact Assessment Template*** |
| ITP NumberOPD-PRV001A | **Effective Date**March 23, 2018 |
| CategoryPrivacy | **Supersedes**None |
| ContactRA-ITCentral@pa.gov | **Scheduled Review**March 2019 |

1. **Purpose**
Agencies are to conduct a Privacy Impact Assessment (PIA) when they begin to develop a new or significantly modified information technology system as well as conduct an annual privacy impact assessment on all information technology systems and data to ensure that all data and user access is categorized appropriately. Results of this annual survey are to be available for review by the Office of Administration upon request. The agency electronic information privacy officer is responsible for ensuring these provisions are met.

1. **Privacy Impact Assessment

Detailed Analysis of Data Collection:**

*Analysis and description of the Sensitive Security, Protected, or Privileged electronic information that is collected by the agency*

**Explanation:**

*Explanation of why this information is collected*

**Description of Data Usage:**

*Description of how the agency utilizes this information, including those categories of users which have access to the data and why*

**Description of Data Sharing:**

*Description of with whom the information can be and is shared, including the types of categorized users*

**Notification of Consent:**

*Description of any notice or opportunities for consent that would be provided to individuals regarding what information is collected and how that information is shared*

**Data Security:**

*Description of how this information is to be secured*

**Access Logs and Archiving:**

*Description of how access to this information is logged/archived in coordination with ITP-PRV001*

**Applicable Requirements Detail:**

*Detail laws, policies, directives, standards, and other privacy-related requirements that apply to data*

**Breach Impact:**

*Detail potential impact to organizations or individuals should a breach occur*

1. **Publication Version Control**

It is the user’s responsibility to ensure they have the latest version of this publication, which appears on [https://itcentral.pa.gov](https://itcentral.pa.gov/) for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication are to be directed to RA-ITCentral@pa.gov.

This chart contains a history of this publication’s revisions:

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| --- | --- | --- |
| **Version** | **Date** | **Purpose of Revision** |
| Original | 03/23/2018 | Base Document |