

# US Department of Health and Human Services

## Privacy Impact Assessment

**Date Signed:**

10/31/2014

**OPDIV:**

ACF

**Name:**

Debtor File

**PIA Unique Identifier:**

P-7284550-654452

**The subject of this PIA is which of the following?**

Major Application

**Identify the Enterprise Performance Lifecycle Phase of the system.**

Operations and Maintenance

**Is this a FISMA-Reportable system?**

Yes

**Does the system include a Website or online application available to and for the use of the general public?**

No

**Identify the operator.**

Agency

**Is this a new or existing system?**

Existing

**Does the system have Security Authorization (SA)?**

Yes

**Indicate the following reason(s) for updating this PIA.**

PIA Validation

**Describe in further detail any changes to the system that have occurred since the last PIA.**

N/A

**Describe the purpose of the system.**

The Debtor file (DF) is a repository of information about past-due child support debts. State child support agencies submit data about the individuals and their debts to OCSE. This data repository is used to provide information to Department of Treasury for Federal Income Tax Refund Offset and Administrative Offset programs, to Department of State for the Passport Denial program, to multi-state financial institutions for matching of financial accounts and to insurance providers for matching of insurance claim information. The three systems that use the Debtor file are Federal Offset (tax and administrative offset and passport denial), Multi-state Financial Institution Data Match (MSFIDM) and the Insurance Match.

**Describe the type of information the system will collect, maintain (store), or share.**

The DF collects from state Child Support Enforcement (CSE) agencies information pertaining to past-due child support owed by noncustodial parents including PII such as the name and Social Security number of such individual, the amount of past-due child support owed by the individual, adjustments to such amount, information on each enforcement remedy applicable to the individual to whom the record pertains, as indicated by a State IV-D child support agency; the amount of past-due support collected as a result of offset collections; and a history of updates by the State agency to the records.

**Provide an overview of the system and describe the information it will collect, maintain (store), or share,**

The DF collects from state Child Support Enforcement (CSE) agencies information pertaining to past-due child support owed by noncustodial parents including PII such as the name and Social Security number of such individual, the amount of past-due child support owed by the individual, adjustments to such amount, information on each enforcement remedy applicable to the individual to whom the record pertains, as indicated by a State IV-D child support agency; the amount of past-due support collected as a result of each such remedy; and a history of updates by the State agency to the records. This information is compared against information pertaining to Federal tax refunds, Federal administrative payments, and U.S. passports to collect past-due support. Information collected from state CSE agencies on individuals with past-due child support is also compared with information maintained by insurers (or their agents) and state Workers Compensation agencies concerning insurance claims, settlements, awards, and payments to collect child support. The data collected is mandatory. Federal law requires the collection of information for child support and other authorized purposes.

**Does the system collect, maintain, use or share PII?**

Yes

**Indicate the type of PII that the system will collect or maintain.**

Social Security Number

Date of Birth

Name

Mailing Address

Financial Accounts Info

Taxpayer ID

Child support arrearages and payment updates

Place of birth

**Indicate the categories of individuals about whom PII is collected, maintained or shared.**

Public Citizens

**How many individuals' PII is in the system?**

1,000,000 or more

**For what primary purpose is the PII used?**

To assist State Child Support Enforcement Agencies in collecting and enforcing Past-Due Support

**Describe the secondary uses for which the PII will be used.**

Disclosure for Law Enforcement Purpose and Disclosure in the Event of a Breach

**Describe the function of the SSN.**

Primary individual identifier and tax payer identification

**Cite the legal authority to use the SSN.**

o 42 U.S.C. §§ 652(a)(7), (9) and (b);

o 42 U.S.C. § 653, generally;

o 42 U.S.C. § 664; and

o 42 U.S.C. § 666.

26 USC 6103 (1) (6), (8), (10)

**Identify legal authorities governing information use and disclosure specific to the system and program.**

o 42 USC § 654(26) and

o 42 USC § 653(l) and (m)

**Are records on the system retrieved by one or more PII data elements?**

Yes

**Identify the number and title of the Privacy Act System of Records Notice (SORN) that is being use to cover the system or identify if a SORN is being developed.**

09-80-0383 1/5/2011

**Identify the sources of PII in the system.****Directly from an individual about whom the information pertains****Government Sources**

State/Local/Tribal

Other Federal Entities

**Non-Governmental Sources****Identify the OMB information collection approval number and expiration date**

OMB NO: 0970-0161 6/30/2013

**Is the PII shared with other organizations?**

Yes

**Identify with whom the PII is shared or disclosed and for what purpose.****Other Federal Agencies**

Treasury for refund and administrative offset, State Department for passport denial

**State or Local Agencies**

State Child support agencies Assistance in Collecting Past-Due Support

**Private Sector**

financial and insurance institutions for withholding and Assistance in Collecting Past-Due Support

**Describe any agreements in place that authorizes the information sharing or disclosure.**

MOUs in place with Treasury, financial institutions and general agreements with the states.

**Describe the procedures for accounting for disclosures.**

All transmissions are logged.

**Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.**

Prior notice is not given. Information collected is mandatory under federal statutes

**Is the submission of PII by individuals voluntary or mandatory?**

Mandatory

**Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.**

This is mandatory under federal statutes with no opt-out of collection.

**Process to notify and obtain consent from individuals whose PII is in the system when major changes occur to the system.**

Data collected under mandatory federal statute.

**Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate.**

Notification is to be sent to the Office of Child Support Enforcement, 370 L'Enfant Promenade SW, 4th Floor East, Washington, DC 20447. The information obtained inappropriately or being contested must be specified along with supporting justification to show how the record is inaccurate, incomplete, untimely, or irrelevant and the corrective action sought.

**Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy.**

Data is reconciled with states annually, continually updated and replaced.

**Identify who will have access to the PII in the system and the reason why they require access.****Users:**

Users: State Child Support Enforcement Agencies (child support enforcement) and Social Security Administration (eligibility for disability verification).

**Administrators:**

Enhancements and maintenance, Production Support: operations and technical support.

**Contractors:**

Contractors: Provide support to program initiatives.

**Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.**

Authorized users are the only ones allowed to access PII; administrators, developers and contractors (not providing support to program initiatives) do not have access to PII.

**Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.**

User roles are in place which restrict users to the authorized data accesses.

**Identify training and awareness provided to personnel (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.**

New hire orientation and annual security awareness training is required for all. Training is provided by HHS, ACF and by OCSE.

**Describe training system users receive (above and beyond general security and privacy awareness training).**

Annual training includes IRS regulations, Federal statutes, HHS and ACF regulations, and refresher training. Role based training is also required.

**Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?**

Yes

**Describe the process and guidelines in place with regard to the retention and destruction of PII.**

Records maintained in the Debtor File are retained until the IV-D child support case is in deleted status and there has been no activity on the case for seven years and are then deleted. Records resulting from a comparison between the Debtor File and both records maintained by a financial institution doing business in two or more states and records maintained by an insurer (or its agent) concerning insurance claims, settlements, awards and payments, are retained for one year and are then deleted; provided, however, that after notification of personal identifiers, the results of a comparison may be retained for such period necessary to conduct analyses for the purpose of estimating potential collections of past-due support by state child support agencies and are then deleted. If an extract from the Debtor File is disclosed for a routine use to an authorized user, including the Secretary of the Treasury for the purpose of withholding past-due support from amounts payable as refunds of federal taxes or specified payments, a copy of the extract is retained for one year and is then deleted.

**Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.**

The information is secured in accordance with a system classified as "moderate" according to FIPS 199. The security controls are specified in an up-to-date security plan. This plan restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training. All personnel with access to the system are required to sign the HHS and OCSE Rules of Behavior and take a non-disclosure oath upon completing security awareness training as a new hire and then annually.