PIA Maintenance and Communication Workflow

The Privacy Office is required to regularly update and maintain foundational privacy artifacts such as Privacy Impact Assessments (PIAs) to comply with the E-Government Act of 2002. Below details the Privacy Office's PIA development and communication workflow.

What is PIA?
PIA analyzes the privacy risks as well as the protection and process handling information to mitigate privacy risks. PIAs are conducted when developing or procuring information systems or projects that collect, maintain, or personally identifiable information (PII) about members of the public, Federal employees, and contractors.

PIA Development and Communication Workflow

1. PLO coordinates within respective Program Office to compile required information for the HUD PIA template.
2. PLO reviews all information, provides signature, and collects required signatures. Below lists all stakeholders which need to sign the PIA prior to sending to the Privacy Office:
   - System Manager
   - ISSO
   - Record Management Liaison Officer
   - Privacy Liaison Officer
   - HUD Records Officer

PIA template and guide are available on the HUD Privacy SharePoint and public HUD Privacy website (https://www.hud.gov/program_offices/officeofadministration/privacy_act/pia/pia).

3. Once complete, PLOs submits PIA to the Privacy Office via the Privacy inbox.
4. Privacy Office reviews documentation for completion and necessary signatures.
   If additional information is needed, Privacy Office coordinates and communicates with the PLO as needed to ensure PIA document is complete.
5. Once document is complete, Privacy Office routes PIA to CPO for review and signature.
6. Once CPO provides the signature approval, the Privacy Office assesses the system for privacy controls.
7. Once privacy control assessment is complete, Privacy Office informs the CPO that the PIA is ready for the SAOP’s signature.
8. CPO routes PIA to SAOP for review and signature.
9. Finalized PIA is uploaded to HUD’s public website by contacting the Privacy Web Manager.
   - Privacy Offices also uploads PIA to Privacy SharePoint.
10. Privacy Office notifies PLO of the published PIA via email.

Only PLOs should communicate with the Privacy Office on PIA related issues and questions.