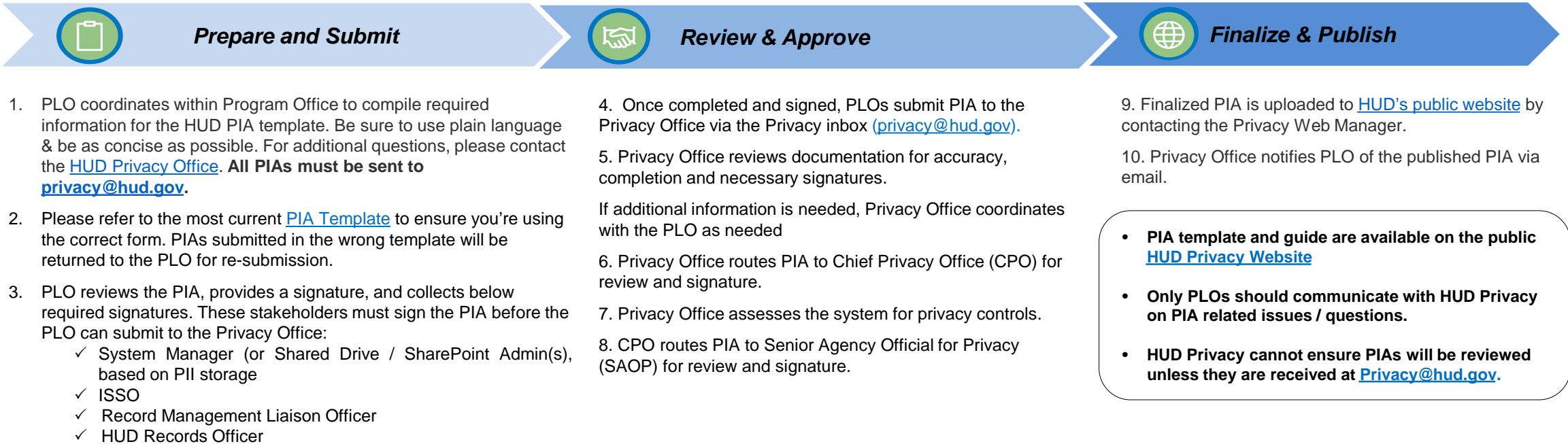




# Privacy Impact Assessment (PIA) Review Workflow

Per the HUD Privacy Handbook, the HUD Privacy Office maintains an up-to-date PIA inventory and conducts an annual PIA review process. Privacy Liaison Officers (PLOs) are responsible for initiating and tracking individual PIAs, as well as for supporting the annual review of their Offices' PIA inventory. Below are details on the PIA workflow and PIA review schedule.

## PIA Workflow



## Annual PIA Review Schedule

Action	Timing
PLOs should initiate the annual PIA review and inform System Owners in their respective offices to review and update all PIAs that were first established more than one year ago (as of June 1 <sup>st</sup> of the current year). All necessary updates and changes must be submitted to the Privacy Office by June 30 <sup>th</sup> .	June 1 <sup>st</sup>
PLOs should conduct a status check for which offices have and have not submitted modified or updated PIAs. <ul style="list-style-type: none"> <li>PLOs should send submission reminders to System Owners who have not submitted their updated PIAs.</li> </ul>	No Later Than (NLT) June 15 <sup>th</sup>
System Owners in each office should complete their review and ensure any systems with significant changes and/or expired PIAs are updated, completed and submitted to the Privacy Office at <a href="mailto:privacy@hud.gov">privacy@hud.gov</a> .	NLT June 30 <sup>th</sup>