Department of Commerce
Privacy Impact Assessment (PIA) Flowchart

1) SAOP/CPO staff sends 90-day courtesy email that PTA/PIA is required and schedules PIA CRB meeting.

2) BCPO or designee confirms that SO/ISSO has been notified to complete PTA/PIA.

3) SO/ISSO completes PTA assessment.

4) Is a PIA required? (Yes or No)

5a) Sends PTA to BCPO or designee for inclusion in the A&A Package.

5b) Completes PIA and sends PTA/PIA to BCPO or designee.

6) BCPO or designee receives and reviews the PTA/PIA.

7) Does PTA/PIA require changes? (Yes or No)

8a) Sends back to 3.

8b) Submits PTA, PIA, and Controls Assessment Worksheet to SAOP/CPO staff (CPO@doc.gov).

9) SAOP/CPO staff receives and reviews the PTA/PIA.

10) Has BCPO confirmed availability for scheduled PIA CRB date? (Yes or No)

11a) Conducts PIA CRB meeting.

11b) Sends rescheduling notice to BCPO.

12) Did SAOP determine privacy risks to be acceptable? (Yes or No)

13a) Are any final changes to PIA needed? (Yes or No)

13b) Identifies conditions for ATO/PIA concurrence (e.g., POA&Ms, limited ATO, removal of PII from system).

14a) SAOP provides concurrence of PIA and CPO staff posts PTA/PIA to DOC privacy website within 3 working days.

14b) Requests for BCPO to make final updates to PIA.

15) BCPO or designee makes final updates as prescribed by PIA CRB.

16) Were there substantial updates requiring new signatures? (Yes or No)

17a) Reroutes revised PIA for new signatures.

17b) Re-submits revised PIA to SAOP/CPO staff.

18) SAOP/CPO staff receives and reviews the PTA/PIA.

19) SAOP reviews to determine approval.

20a) SAOP provides concurrence and PTA/PIA are posted.

20b) SAOP provides non-concurrence and issues written notification.

21) SAOP/CPO staff provides non-concurrence and issues written notification.

22) SAOP/CPO staff provides concurrence and issues written notification.