

Date of Approval: July 29, 2022
Social Media PCLIA ID Number: 7166

SITE DESCRIPTION

The full name and acronym for the Social Media site, Third Party Website, or Application.

Low Income Taxpayer Clinic Toolkit, LITC

Note: the remaining questions will be simplified to Social Media site (vs. Third Party Website or Application)

Is this a new Social Media site?

No

Is there a PCLIA for this Social Media site?

Yes

Enter the full name, acronym and PCLIA ID of the most recent Social Media PCLIA.

Low Income Taxpayer Clinic Toolkit (LITC) 3946

Enter the approval date of the most recent Social Media PCLIA.

8/1/2019

Indicate what changes occurred to require this update.

Other Changes

Please explain:

Expiring PCLIA. Requested to create a new one.

What type of Social Media site will be used?

Other

Please specify:

WordPress

GENERAL BUSINESS PURPOSE

What is the specific business purpose of the IRS use of this Social Media site? Provide a clear, concise description of the Social Media site, the reason for the site, and the benefits to the IRS mission.

Low Income Taxpayer Clinics (LITC) are organizations that represent low-income taxpayers in federal tax controversies with the IRS for free or for a nominal charge, provide tax education and outreach for taxpayers who speak English as a second language, or both. Through the LITC program, the IRS awards matching grants of up to \$100,000 a year to qualifying organizations. LITCs and their employees and volunteers operate independently of the federal government. The LITC grant program is a federal program administered by the Taxpayer Advocate Service, led by the National Taxpayer Advocate. This password protected site is a one-stop place to support the activities of these organizations. <https://litctoolkit.com>. The LITC site is for LITC grant recipients only to obtain grant information and requirements. The information on this site is limited by password to those members and contains working documents and process information to help improve the IRS. This site does not contain PII. The sites have a privacy policy posted on them, but links do not pop up when an external resource is leveraged. Site is only accessible to grant recipients receiving link. The Managed Services Path is oriented toward selection and acceptance of the managed services solution, i.e., outside source (3rd party), intra-business processes, and/or infrastructure (operational) service provider. All necessary requirements have been met in IRM 2.25.2 and 2.25.5. Site has a single use password for all users and eAuthentication does not apply.

Is the Social Media site operational?

Yes

What was the operational date?

11/1/2017

PII DETAILS

Will Personally Identifiable Information (PII) become available to the IRS through public use of this Social Media site?

No

Will the public be able to respond or interact with comments or questions?

No

Will the public need to identify their email address or other address if they request service?

Yes

ABOUT THE SOCIAL MEDIA SITE

Does the IRS intend or expect to use the PII?

Yes

Explain the detailed business needs and uses for the PII, and how the PII is limited only to that which is relevant and necessary to meet the mission and goals of the IRS.

Each clinic participating in the program will receive a weekly news/informational rollup based on their organizational email. The list is kept behind our password protected site and available only to administrators.

Will the site be used to solicit feedback?

No

Will the IRS share the PII?

No

SYSTEM OF RECORDS NOTICE

Is there a System of Records Notice(s) or 'SORN(s)', that address(es) the PII records in this site?

No

Explain why the Social Media site does not have a SORN.

Information is not retrieved by individual identifier.

RESPONSIBLE PARTIES

Official Use Only

RECORDS SCHEDULE

Will your site interact with the public?

Yes

What are the plans to maintain the PII collected, used, or stored?

No PII. Informational only.

Cite the authority to retain/dispose of the PII.

RCS 17, item 34 for IRS Interactive Networking Site Use Records

Describe where the PII data will be stored, who will have access to it and the purpose.

No PII. Informational only.

How will the PII be eliminated at the end of the retention period?

No PII. Informational only.

TRACKING

Does this Social Media site use any means to track visitors' activities on the Internet?

No

PRIVACY POLICY

Has the IRS Business Owner examined the Third Party's Privacy Policy and evaluated risks?

Yes

Is the Social Media site appropriate for IRS use?

Yes

Will the IRS Business Owner monitor any changes to the Third Party's Privacy Policy and periodically assess the risks involved?

Yes

Can the IRS Business Owner assure that if a link is posted that leads to an external Third Party website or any other external location that is not an official government domain, the agency will provide a pop-up alert to the visitor explaining that they are being directed to another website that may have different Privacy Policies?

Yes

If the IRS Business Owner incorporates or embeds a third-party application on its website or any other official government domain; will the IRS Business Owner take the necessary steps to disclose the Third Party's involvement and describe the IRS Privacy Requirements in its Privacy Policy notice, as specified by OMB M-10-23?

NA

DATA SECURITY

How will the IRS secure the PII that is used, maintained, or provided? (Be specific to ensure the security controls meet Cyber Security and other federal security authorities.)

Clinics' email addresses are only available to the site's backend administrators and not shared outside of the LITC staff. Used specifically for targeted one-way informational emails.

Are there any privacy risks that may exist or be inherent in a social networking environment?

No

GENERAL REQUIREMENTS

Will the IRS Business Owner follow guidance that suggests when an agency uses a Social Media site that is not a part of an official government domain; the IRS will apply appropriate branding to distinguish the agency's activities from those of nongovernmental actors. For example, to the extent practicable, the IRS Business Owner will assure that the IRS Seal or Emblem will be added to its profile page on a Social Media site to indicate that it is an official IRS agency presence?

Yes

If information is collected through the IRS use of a Social Media site, will the IRS Business Owner assure that they collect only the information "necessary for the proper performance of agency functions and which has practical utility"?

Yes

If PII is collected, will the Business Owner assure that the agency collect only the minimum necessary to accomplish a purpose required by statute, regulations, or executive order?

NA

PRIVACY NOTICE

Does the Business Owner of this Social Media site agree to maintain an IRS approved Privacy Notice that will "stand alone" and not be combined into other background information? (Privacy Compliance & Assurance may request copies of the Terms of Service Agreements and/or the Privacy Notice.)

Yes

Can the Business Owner confirm that links to IRS.gov and the IRS.gov Privacy Policy will be placed on the front page of the website?

Yes

OTHER SITES

Are there any other Social Media sites owned or maintained by the Business Unit?

Yes

Provide full name(s) of the site and date(s) of operation.

Operational 7+ Years Taxpayer Advocate Service Website ImproveIRS.org TAPSpace.org

CIVIL LIBERTIES

Does the Social Media site maintain records describing how an individual exercises rights guaranteed by the First Amendment (including, but not limited to information regarding religious and political beliefs, freedom of speech and of the press, and freedom of assembly and petition)?

No

Will this Social Media site have the capability to identify, locate, and monitor individuals or groups of people?

No