

Date of Approval: **October 12, 2022**

PIA ID Number: **7229**

SYSTEM DESCRIPTION

Enter the full name and acronym for the system, project, application and/or database.

Notice Conversion, NC

Is this a new system?

No

Is there a PCLIA for this system?

Yes

What is the full name, acronym, and milestone of the most recent PCLIA?

Notice Conversion, NC, #4342

What is the approval date of the most recent PCLIA?

10/18/2019

Changes that occurred to require this update:

Expiring PCLIA

Were there other system changes not listed above?

No

What governance board or Executive Steering Committee (ESC) does this system report to? Full name and acronym.

Corporate Data Governance Board (CPD GB)

Current ELC (Enterprise Life Cycle) Milestones:

Operations & Maintenance (i.e., system is currently operational)

Is this a Federal Information Security Management Act (FISMA) reportable system?

No

GENERAL BUSINESS PURPOSE

What is the general business purpose of this system? Provide a clear, concise description of the system, application or database, the reason for the system, and the benefits to the IRS to use the information, and how the information will be used.

The Notice Conversion Project was chartered to meet the Internal Revenue Service's (IRS) ongoing need to modernize its tax administration processes, applications, and technologies to improve the level of service provided to the nation's taxpayers. The ability to provide IRS employees across multiple Business Operating Divisions (BODs) with immediate access to integrated account data, enable real-time transaction processing and daily account settlement is critical to improving customer service and business results. The Notice Conversion Project capability continues to deliver enhanced notice processing, notice management, and taxpayer services. The project continues to achieve its strategy of improving customer service by supporting and aligning its functionality with the IRS's other Notice Project Systems.

PII DETAILS

Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information: or any other type of Sensitive but Unclassified (SBU) information or PII such as information about IRS employees or outside stakeholders?

Yes

Does the system use, collect, receive, display, store, maintain, or disseminate Social Security Numbers (SSN's) or tax identification numbers (i.e., last 4 digits, etc.)?

Yes

What types of tax identification numbers (TIN) apply to this system?

Social Security Number (SSN)

List the approved Treasury uses of the SSN:

Interfaces with external entities that require the SSN

Explain why the authorized use(s) above support the new or continued use of SSNs (or tax identification numbers).

Notice Conversion requires the use of SSNs because no other identifier can be used to uniquely identify a taxpayer at this time. The use of SSNs are permissible from Internal Revenue Code (IRC) 6109, which requires individual taxpayers to include their SSNs on their income tax returns.

Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of SSN's (or tax identification numbers).

The Office of Management and Budget Circular A-130 requires that federal agencies develop a mitigation or elimination strategy for systems that use SSNs, which the Service continues to develop strategies to meet. An exception to that requirement is when the SSN is uniquely needed to identify a user's record.

Employer Identification Number

Other Taxpayer Identification Number

Does this system use, collect, receive, display, store, maintain or disseminate other (non-SSN) PII (i.e., names, addresses, etc.)?

Yes

Specify the PII Elements:

Mailing Address

Date of Birth

Name

Tax Account Information

Does this system use, collect, receive, display, store, maintain, or disseminate SBU information that is not PII?

Yes

Specify the types of SBU from the SBU Types List:

Protected Information Information which if modified, destroyed, or disclosed in an unauthorized manner could cause loss of life, loss of property or funds by unlawful means, violation of personal privacy or civil rights, gaining of an unfair procurement advantage by contractors bidding on government contracts, or disclosure of proprietary information entrusted to the Government.

Are there other types of SBU/PII used in the system?

Yes

Describe the other types of SBU/PII that are applicable to this system.

Notice Conversion will receive taxpayer notice data (such as name, address, balance due, and refunds) through various IRS applications which generate taxpayer notice/correspondence data.

Cite the authority for collecting SBU/PII (including SSN if relevant).

PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, & 6012e(a)

SSN for tax returns and return information is Internal Revenue Code Section 6109

Has the authority been verified with the system owner?

Yes

BUSINESS NEEDS AND ACCURACY

Explain the detailed business needs and uses for the SBU/ PII, and how the SBU / PII is limited only to that which is relevant and necessary to meet the mission requirements of the system. If SSNs (or tax identification numbers) are used, explicitly explain why use of SSNs meets this criteria. Be specific.

Notice Conversion (NC) delivers improved customer support and functionality by leveraging existing IRS applications and new technologies to bridge the gap between modernization and legacy systems. Notice Conversion enables Notice Projects to support and manage taxpayer accounts that require generation of notices to be composed with the use of PII.

How is the SBU/PII verified for accuracy, timeliness, and completion?

The data items used in NC have gone through IRS submission processing where accuracy, timeliness, and completeness have been verified. The application thus does not have the capability to modify the data that is received. The NC system receives data from multiple internal IRS systems which have their own verification process for data accuracy, timeliness, completeness, and therefore NC assumes that the data is accurate, timely, and complete when it is provided by these internal IRS systems.

PRIVACY ACT AND SYSTEM OF RECORDS

The Privacy Act requires Federal agencies that maintain a system of records to publish systems of records notices (SORNs) in the Federal Register for records from which information is retrieved by any personal identifier for an individual who is a US citizen, or an alien lawfully admitted for permanent residence. The Privacy Act also provides for criminal penalties for intentional noncompliance.

Does your application or this PCLIA system pertain to a group of any record from which information is retrieved by any personal identifier for an individual who is a US citizen, or an alien lawfully admitted for permanent residence? An identifier may be a symbol, voiceprint, SEID, or other personal identifier that is used to retrieve information.

Yes

Identify the Privacy Act SORN(s) that cover these records.

IRS 00.001 Correspondence Files and Correspondence Control Files

IRS 24.030 Customer Account Data Engine Individual Master File

IRS 24.046 Customer Account Data Engine Business Master File

IRS 22.054 Subsidiary Accounting Files

IRS 26.019 Taxpayer Delinquent Account Files

IRS 26.020 Taxpayer Delinquency Investigation Files

RESPONSIBLE PARTIES

Identify the individuals for the following system roles:

Official Use Only

INCOMING PII INTERFACES

Does the system receive SBU/PII from other systems or agencies?

Yes

Does the system receive SBU/PII from IRS files and databases?

Yes

Enter the files and databases:

System Name: Secure Access Digital Identity (SADI)

Current PCLIA: Yes

Approval Date: 11/1/2021

SA&A: No

System Name: Integrated Customer Communications Environment (ICCE) View a Transcript

Current PCLIA: Yes

Approval Date: 2/20/2022

SA&A: No

System Name: 1099 PRO to NOTCON

Current PCLIA: No

SA&A: No

System Name: Backup Withholding (BWH)
Current PCLIA: Yes
Approval Date: 5/4/2020
SA&A: No

System Name: Secure Access Digital Identity (SADI)
Current PCLIA: Yes
Approval Date: 11/1/2021
SA&A: No

System Name: Customer Account Data Engine (CADE2 [NC receives IMF data from CADE2])
Current PCLIA: Yes
Approval Date: 8/18/2021
SA&A: Yes
ATO/IATO Date: 5/21/1921

System Name: Integrated Data Retrieval System (IDRS)
Current PCLIA: Yes
Approval Date: 10/26/2921
SA&A: Yes
ATO/IATO Date: 11/1/2021

System Name: Business Master File (BMF)
Current PCLIA: Yes
Approval Date: 9/22/2021
SA&A: Yes
ATO/IATO Date: 11/12/2020

System Name: Individual Taxpayer Identification Number (ITIN-RTS) [Non Fisma Reportable Application]
Current PCLIA: Yes
Approval Date: 11/1/2021
SA&A: No

System Name: Automated Substitute for Return (ASFR)
Current PCLIA: Yes
Approval Date: 12/6/2019
SA&A: Yes
ATO/IATO Date: 7/15/2019

System Name: Adoption Taxpayer Identification Number (ATIN [Non Fisma Reportable Application])
Current PCLIA: Yes
Approval Date: 9/1/2021
SA&A: No

System Name: Automated Collection System (ACS)
Current PCLIA: Yes
Approval Date: 10/1/2021
SA&A: Yes
ATO/IATO Date: 12/1/2021

System Name: eAuthentication
Current PCLIA: Yes
Approval Date: 6/16/2021
SA&A: Yes
ATO/IATO Date: 6/30/2020

System Name: Employee Plans Master File (EPMF ([Non FISMA Reportable Application])
Current PCLIA: Yes
Approval Date: 2/22/2022
SA&A: Yes
ATO/IATO Date: 12/19/2013

Does the system receive SBU/PII from other federal agency or agencies?

No

Does the system receive SBU/PII from State or local agency (-ies)?

No

Does the system receive SBU/PII from other sources?

No

Does the system receive SBU/PII from Taxpayer forms?

No

Does the system receive SBU/PII from Employee forms (e.g., the I-9)?

No

DISSEMINATION OF PII

Does this system disseminate SBU/PII?

Yes

Does this system disseminate SBU/PII to other IRS Systems?

Yes

Identify the full name and acronym of the IRS system(s) that receive SBU/PII from this system.

System Name: Notice Delivery System (NDS)
Current PCLIA: Yes
Approval Date: 8/3/2020
SA&A: Yes
ATO/IATO Date: 11/13/2018

System Name: Digital Notice and Letters (DNL)
Current PCLIA: Yes
Approval Date: 1/14/2022
SA&A: No

System Name: Print Automation (PRINT)
Current PCLIA: Yes
Approval Date: 4/13/2022
SA&A: No

Identify the authority.

NC disseminates information to IRS systems for the purposes of tax administration under Internal Revenue Code Sections 6001, 6011, 6012(a). Internal Revenue Code Section 6109 authorizes the collection and use of SSN information.

For what purpose?

Tax Administration. Print, digital and mailing of taxpayer correspondence.

Does this system disseminate SBU/PII to other Federal agencies?

No

Does this system disseminate SBU/PII to State and local agencies?

No

Does this system disseminate SBU/PII to IRS or Treasury contractors?

No

Does this system disseminate SBU/PII to other Sources?

No

PRIVACY SENSITIVE TECHNOLOGY

Does this system use social media channels?

No

Does this system use privacy-sensitive technologies such as mobile, global position system (GPS), biometrics, RFID, etc.?

No

Does the system use cloud computing?

No

Does this system/application interact with the public?

No

INDIVIDUAL NOTICE AND CONSENT

Was/is notice provided to the individual prior to collection of information?

No

Why not? If information is not collected directly from an individual, please discuss the factors considered in deciding to collect information from third party sources.

The NC system receives data from other IRS upstream sources/systems. Those other sources/systems provide the Privacy Act Notice to individuals. Notice, consent, and due process are provided via the IRS systems and their related tax forms instructions, and pursuant to 5 USC.

Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information?

Yes

Describe the mechanism by which individuals indicate their consent choice(s):

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How does the system or business process ensure 'due process' regarding information access, correction, and redress?

The notice contains verbiage that identifies due process when applicable.

INFORMATION PROTECTION

Identify the owner and operator of the system (could be IRS owned and operated; IRS owned, contractor operated; contractor owned and operated).

IRS Owned and Operated

The following people have access to the system with the specified rights:

IRS Employees

System Administrators: Read Write

How is access to SBU/PII determined and by whom?

Access to SBU/PII is determined by submitting a Form 14665, SBU Data Use Request Form to the Office of Privacy. This documentation provides a detailed description and justification for the use of SBU data. Each year the Branch updates a list with either additional users or the deletion of those no longer needing access with a request that will provide access for all the projects within the Branch. The Enterprise Operations (EOps) Submission Processing & Corporate Data Systems Support Unit 1 branch has been assigned to provide Systems Administration and support for the NC servers. They also control access and/or PII.

RECORDS RETENTION SCHEDULE

Are these records covered under a General Records Schedule (GRS, IRS Document 12829), or has the National Archives and Records Administration (NARA) approved a Records Control Schedule (RCS, IRS Document 12990) for the retention and destruction of official agency records stored in this system?

Yes

How long are the records required to be held under the corresponding GRS or RCS, and how are they disposed of? In your response, please provide the GRS or RCS chapter number, the specific item number, and records series title.

NC records are scheduled and approved for destruction under NARA Job No. N1-58-09-76 (signed 2/2/10). These instructions are published in IRS Document 12990 (formerly IRMs 1.15.8-37), under Records Control Schedule (RCS) 29, Item 429. System data (batch files of taxpayer data reformatted for use in composed settlement notices) is approved for destruction 14 days after receipt.

SA&A OR ASCA

Has the system been through SA&A (Security Assessment and Authorization) or ASCA (Annual Security Control Assessment)?

Yes

What date was it completed?

5/13/2013

Describe the system's audit trail.

Notice Conversion (NC) is a batch processing system with no end users. The control status is inherited to reflect the results and guidelines of the Linux and Oracle Audit Plans with items categorized as Moderate. Application-level audit trails monitor and log user activities. At a minimum, an event record shall specify the following: Data files opened and closed; Specific actions, such as reading, editing; and Deleting records or fields, and printing reports.

PRIVACY TESTING

Does the system require a System Test Plan?

Yes

Is the test plan completed?

No

When is the test plan scheduled for completion?

9/30/2022

Describe what testing and validation activities have been conducted or are in progress to verify and validate that the applicable Privacy Requirements (listed in header) have been met?

SBU Data will be used for testing and all files will be destroyed upon completion. No SBU data is kept after testing. SBU data is handled in accordance with IRM 10.5.8 Privacy and Information Protection, Sensitive But Unclassified (SBU) Data Policy: Protecting SBU in Non-Production Environments. Privacy Requirements were met when system was established and given an Authorization to Operate (ATO).

SBU DATA USE

Does this system use, or plan to use SBU Data in Testing?

Yes

Was permission granted per the requirements of Form 14664, SBU Data Use Questionnaire or Form 14665, SBU Data Use Request?

No

Explain why not:

Permission was granted previously but unable to locate the actual form. On 8/15/2022 user names were added to the Live Data Request for the branch and updated through EOps. SBU Data Use Questionnaires are being submitted for the incoming information environments.

NUMBER AND CATEGORY OF PII RECORDS

Identify the number of individual records in the system for each category:

IRS Employees: Not Applicable

Contractors: Not Applicable

Members of the Public: More than 1,000,000

Other: No

CIVIL LIBERTIES

Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment?

No

Is the system information used to conduct 'data-mining' as defined in the Implementing Recommendations of the 9/11 Commission Act of 2007, Public Law 110-53, Section 804?

No

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

No

Does computer matching occur?

No

ACCOUNTING OF DISCLOSURES

Does the system include or require disclosure of tax or employee information to anyone other than IRS employees in the performance of their duties, or to the person to whom the information pertains or to a 3rd party pursuant to a Power of Attorney, tax, or Privacy Act consent?

No