

NOTE: The following reflects the information entered in the PIAMS website.

A. SYSTEM DESCRIPTION

Authority: Office of Management Budget (OMB) Memorandum (M) 03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002 & PVR #10- Privacy Accountability and #21-Privacy Risk Management

Date of Approval: July15, 2015

PIA ID Number: **1393**

1. What type of system is this? Notice Review Processing System, NRPS

2. Is this a new system? No

2a. If **no**, is there a PIA for this system? Yes

If **yes**, enter the full name, acronym, and milestone of the most recent PIA.

Notice Review Processing System, NRPS, MS4B

Next, enter the **date** of the most recent PIA. 5/29/2012 12:00:00 AM

Indicate which of the following changes occurred to require this update (check all that apply).

No Addition of PII
No Conversions
No Anonymous to Non-Anonymous
No Significant System Management Changes
No Significant Merging with Another System
No New Access by IRS employees or Members of the Public
No Addition of Commercial Data / Sources
No New Interagency Use
No Internal Flow or Collection

Were there other system changes not listed above? No

If yes, explain what changes were made.

3. Check the current ELC (Enterprise Life Cycle) Milestones (select all that apply)

No Vision & Strategy/Milestone 0
No Project Initiation/Milestone 1
No Domain Architecture/Milestone 2
No Preliminary Design/Milestone 3
No Detailed Design/Milestone 4A
Yes System Development/Milestone 4B
No System Deployment/Milestone 5
No Operations & Maintenance (i.e., system is currently operational)

4. Is this a Federal Information Security Management Act (FISMA) reportable system? No

A.1 General Business Purpose

5. 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 Internal Revenue Service (IRS) corresponds with taxpayers for a variety of reasons. One of the reasons the IRS corresponds with a taxpayer is to inform that taxpayer of a settlement amount owed or due. The amounts of these settlements are handled within a mainframe environment. Notices are routed through the Notice Review Process System (NRPS) front end processing programs for possible selection. Selected notices are reviewed and updated, retyped, deleted via Online Notice Review (OLNR) processing. Depending on the action taken during the OLNLR process, notices are sent back in to the print system via the NRPS back end processing. Notices are sorted by selections based on SSN and tax period/MFT within selection criteria. These notices are put into batches with a maximum of 20 CPs per batch and each selection criteria is batched separate. Settlement notices are reviewed at several locations. Each site receives approximately 10% of the settlement notices (for subsequent review) that are sent by the IRS for that particular site location. Thus, approximately 10% of all settlement notices sent by the IRS are reviewed within OLNLR. The settlement data is received from the Notice Review Processing System (NRPS) mainframes. This data contains personally identifiable information (PII), such as Social Security Numbers (SSN), name, address, and other information typically located on a tax return.

B. PII DETAIL

6. Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information, any type of Sensitive but Unclassified (SBU) or Personally Identifiable Information (PII)? Yes

6a. If **yes**, does the system use, collect, receive, display, store, maintain, or disseminate Social Security Numbers (SSN s) or variations of SSN s (i.e. last 4 digits, etc.)? Yes

If **yes**, check who the SSN (or SSN variation) is collected on.

Yes On Primary Yes On Spouse No On Dependent

If **yes**, check all types SSN s (or variations of SSN s) that apply to this system:

Yes Social Security Number (SSN)
Yes Employer Identification Number (EIN)
No Individual Taxpayer Identification Number (ITIN)
No Taxpayer Identification Number for Pending U.S. Adoptions (ATIN)
No Preparer Taxpayer Identification Number (PTIN)

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

None. This information must be verifiable so the TEs can determine the accuracy of notices before they are mailed out to the taxpayer.

6b. Does this system contain other (non-SSN) PII that it uses, collects, receives, displays, stores, maintains, or disseminates according to Privacy Requirements? (i.e. Names, addresses, etc.) Yes

If **yes**, specify the information.

Selected

PII Element

On

On

On

		<u>Primary</u>	<u>Spouse</u>	<u>Dependent</u>
Yes	Name	Yes	Yes	No
Yes	Mailing address	No	No	No
No	Phone Numbers	No	No	No
No	E-mail Address	No	No	No
No	Date of Birth	No	No	No
No	Place of Birth	No	No	No
No	SEID	No	No	No
No	Mother's Maiden Name	No	No	No
No	Protection Personal Identification Numbers (IP PIN)	No	No	No
No	Internet Protocol Address (IP Address)	No	No	No
No	Criminal History	No	No	No
No	Medical Information	No	No	No
No	Certificate or License Numbers	No	No	No
No	Vehicle Identifiers	No	No	No
No	Passport Number	No	No	No
No	Alien (A-) Number	No	No	No
No	Financial Account Numbers	No	No	No
No	Photographic Identifiers	No	No	No
No	Biometric Identifiers	No	No	No
No	Employment (HR) Information	No	No	No
No	Tax Account Information	No	No	No
Yes	Live Tax Data	Yes	Yes	No

6c. Does this system contain SBU information the system that it uses, collects, receives, displays, stores, maintains, or disseminates? No

6d. Are there other types of SBU/PII used in the system? No

If **yes**, describe the other types of SBU/PII that are applicable to this system.

6e. Cite the authority for collecting SBU/PII (including SSN if relevant)

<u>Yes</u>	PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, 6012e(a)
<u>Yes</u>	SSN for tax returns and return information is Internal Revenue Code Section 6109
<u>No</u>	SSN for personnel administration (IRS Employees) is 5 USC & Executive Order 9397
<u>No</u>	PII for personnel administration is 5 USC
<u>No</u>	PII about individuals for Bank Secrecy Act compliance 31 USC
<u>No</u>	Information by CI for certain money laundering cases may be 18 USC

6f. Has the authority been verified with the system owner? Yes

B.1 BUSINESS NEEDS AND ACCURACY

7. 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 variations) are used, explicitly explain why use of SSNs meets this criteria. Be specific.

The NRPS system contains tax payers PII. This PII comes directly from the tax payers when they file their taxes. The PII includes all the common information provided on tax forms, as well as, Social Security Number, TIN, DLN, penalties, interest, payments and Entity information. Notices are routed through the Notice Review Process System (NRPS) front end processing programs for possible selection. Selected notices are reviewed and updated, retyped, deleted via Online Notice Review (OLNR) processing. Depending on the action taken during the OLNLR process, notices are sent back in to the print system via the NRPS back end processing. Notices are sorted by selections based on SSN and tax period/MFT within selection criteria. These notices are put into batches with a maximum of 20 CPs per batch and each selection criteria is batched separate.

8. How is the SBU/PII verified for accuracy, timeliness, and completeness? Explain how steps are taken to ensure that all information maintained by the system that is used by IRS to make any adverse determination about an individual's rights, benefits, and/or privileges is maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination.

Notice Review Processing System (NRPS) contain PII information. Notice Review Processing Systems main goal of increasing the accuracy of correspondence mailed to taxpayers. When NRPS flags a notice record for review, the programs create edited information which is passed to the Online Notice Review Project (OLNR), enabling the tax examiner to determine if the notice should be mailed as is, modified and mailed, or destroyed. The TEs must have to make sure correct notices with the most up-to-date information available within the IRS before notices are mailed out to the Taxpayers.

C. PRIVACY ACT AND SYSTEM OF RECORDS

9. Are 10 or more records containing SBU/PII maintained, stored, and/or transmitted by or through this system? Yes

9a. If **yes**, are records in the system retrieved by any personal identifier (e.g., name, SSN, Photograph, IP Address) for an individual? Yes

If **yes**, is there a System of Records Notice(s) or SORNs that addresses the PII records in this system? Yes

If **yes**, enter the SORN number(s) and the complete the name of the SORN.

<u>SORNS Number</u>	<u>SORNS Name</u>
00.001	Correspondence Files
34.037	IRS Audit Trail and Security System
24.030	CADE Individual Master File
24.046	CADE Business Master File (BMF)

If **yes**, does the System of Records Notice(s) (SORN) published in the Federal Register adequately describe the records as required by the Privacy Act? Yes

D. RESPONSIBLE PARTIES

10. Identify the individuals for the following system roles.

NA

E. INCOMING PII INTERFACES

11. Does the system receive SBU/PII from other system or agencies? No

11a. If **yes**, does the system receive SBU/PII from IRS files and databases?

If **yes**, enter the files and databases.

No System Records found.

11b. Does the system receive SBU/PII from other federal agency or agencies?

If **yes**, for each federal interface, identify the organization that sends the SBU/PII, how the SBU/PII is transmitted and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).

No Organization Records found.

11c. Does the system receive SBU/PII from State or local agency (-ies)?

If **yes**, for each state and local interface identify the organization that sends the SBU/PII, how the SBU/PII is transmitted and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).

No Organization Records found.

11d. Does the system receive SBU/PII from other sources?

If **yes**, identify the source that sends the SBU/PII, how the SBU/PII is transmitted and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).

No Organization Records found.

11e. Does the system receive SBU/PII from **Taxpayer** forms?

If **yes**, identify the forms

No Tax Form Records found.

11f. Does the system receive SBU/PII from **Employee** forms (such as the I-9)?

If **yes**, identify the forms

No Employee Form Records found.

F. PII SENT TO EXTERNAL ORGANIZATIONS

12. Does this system disseminate SBU/PII? Yes

12a. Does this system disseminate SBU/PII to other IRS Systems? Yes

If **yes**, identify the full name and acronym of the IRS system(s) that receive SBU/PII from this system.

System Name Current PIA? PIA Approval Date SA & A? Authorization Date

BMFIMFNOT Yes 12/12/2013 No

Identify the authority and for what purpose? After notice information is verified/corrected/deleted as appropriate, we forward that information to the BMFIMFNOT section's programs that produce the actual notices that are mailed to taxpayers. Additionally, the notices that are not reviewed are sent in the same fashion.

12b. Does this system disseminate SBU/PII to other Federal agencies? No

If **yes**, identify the full names of the federal agency(s) that receive SBU/PII from this system, and if there is an Inter-Agency Agreement (ISA) / Memorandum of Understanding (MOU)
No Organization Records found.

Identify the authority and for what purpose? _

12c. Does this system disseminate SBU/PII to State and local agencies? No

If **yes**, identify the full names of the state and local agency(s) that receive SBU/PII from this system, and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).
No Organization Records found.

Identify the authority and for what purpose?

12d. Does this system disseminate SBU/PII to IRS or Treasury contractors? No

If **yes**, identify the contractor source(s) that receive SBU/PII from this system, and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).
No Organization Records found.

Identify the authority and for what purpose?

Did the contract include the appropriate 6103(n) clauses for tax return and return information, and Federal Acquisition Regulations privacy clauses?

If **no**, explain.

12e. Does this system disseminate SBU/PII to other Sources? No

If **yes**, identify the other source(s) that receive SBU/PII from this system, and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).
No Organization Records found.

Identify the authority and for what purpose?

G. PRIVACY SENSITIVE TECHNOLOGY

13. Does this system use social media channels? No
14. Does this system use privacy-sensitive technologies such as mobile, cloud, global position system (GPS), biometrics, RFID, etc.? No
15. Does the system use cloud computing? No
16. Does this system/application interact with the public? No

H. INDIVIDUAL NOTICE AND CONSENT

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

17a. If **yes**, how is notice provided? Was the individual notified about the authority to collect the information, whether such is mandatory or voluntary, the purpose for which the information will be used, with whom the information may be shared, and the effects, if any, if they decide not to provide any of the requested information?

The system uses data entered from tax returns filed by taxpayers. They are notified of such collection by the Privacy Act Notice in the tax return instructions.

17b. If **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.

18. Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information? No

18a. If **yes**, describe the mechanism by which individuals indicate their consent choice(s):

18b. If no, why not? Tax returns filed by taxpayers are the source of data input into the system. The information is received from the Master File. Information is only used to generate notice.

19. How does the system or business process ensure due process regarding information access, correction and redress?
The Taxpayer Bill of Rights publication 1 at <http://core.publish.no.irs.gov/pubs/pdf/p1--2014-12-00.pdf> outlines the baseline for 'due process' that business follows.

I. INFORMATION PROTECTION

20. 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

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

IRS Employees? Yes

<u>IRS Employees?</u>	<u>Yes/No</u>	<u>Access Level(Read Only/Read Write/Administrator)</u>
Users	Yes	Read and Write
Managers	Yes	Read and Write

Sys. Administrators	Yes	Read and Write
Developers	Yes	Read And Write

Contractor Employees? No

21a. How is access to SBU/PII determined and by whom? The developer must submit OL-5081 request to receive access to the NRPS system. with the manager's approval, OL-5081 gives access to NRPS mainframe. Form 104 gives access for RACF access - it's Batch processing.

21b. If computer matching occurs, can the business owner certify that it meets requirements of IRM 11.3.39 Disclosure of Official Information, Computer Matching & Privacy Protection Act?

Not Applicable

I.1 RECORDS RETENTION SCHEDULE

22. Are these records covered under the General Records Schedule (GRS), or have a National Archives and Records Administration (NARA) archivist approved a Record Control Schedule (RCS) for the retention and destruction of official agency records stored in this system? Yes

22a. If **yes**, how long are the records required to be held under the corresponding RCS and how are they disposed of? In your response, please include the complete IRM number 1.15.XX and specific item number and title.

Notice Review Processing System (NRPS) records are scheduled under Records Control Schedule (RCS) 19 for the Enterprise Computing Center - Martinsburg (ECC-MTB), Item 71 (NARA Job No. N1-58-09-83, approved 12/1/09). System data is approved for destruction 2 weeks after printing Notice or when no longer needed for operational purposes, whichever is later. These instructions are published in IRS Document 12990 under RCS 19.

22b. If **no**, how long are you proposing to retain the records? Please note, if you answered no, you must contact the IRS Records and Information Management Program to initiate records retention scheduling before you dispose of any records in this system.

I.2 SA&A OR ECM-R

23. Has the system been through SA&A (Security Assessment and Authorization) or ECM-R (Enterprise Continuous Monitoring Reauthorization)? No

23a. If **yes**, what date was it completed?

23b. If **in process**, when is the anticipated date of the SA&A or ECM-R completion?

23c. If **no**, is the system secured in accordance with all applicable federal, treasury, and IRS security policy, procedures, and requirements? Yes

23.1 Describe in detail the system s audit trail. The system does not have audit capability. There is no audit trail. NRPS is a batch processing system. It's application to application via flat files. The trail would be the files processed. As noted in the Records Control. NRPS is a non-recordkeeping process.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? Yes

24c. If **no**, please explain why.

24b. If **yes**, Is the test plan in process or completed: Completed

If **in process**, when is the test plan scheduled for completion?

24.3 If **completed/ or in process**, 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?

The Planned Maintenance BSR was approved upon the Milestone Exit Review.

24b.1. If **completed**, where are the test results stored (or documentation that validation has occurred confirming that requirements have been met)? The results are stored in ReqPro and in DocIT.

24b.2. If **completed**, were all the Privacy Requirements successfully tested? Yes

If **no**, please explain which Privacy Requirements were not tested and why?

24.2 If **completed**, are there any residual system privacy, civil liberties, and/or security risks identified that need to be resolved? No

If **yes**, please describe the outstanding issues.

K. LIVE DATA TESTING

25. Does this system use, or plan to use Live Data in Testing? Yes

25a. If **yes**, was permission granted per the requirements of Form 13471 Live Data Request? Yes

If **yes**, provide the date the permission was granted. 12/9/2014 12:00:00 AM

If **no**, explain why not.

25b. If **yes**, was testing performed in conformance with IRM 10.8.8 IT Security, Live Data Protection Policy? Yes

If **no**, explain why not.

L. NUMBER AND CATEGORY OF PII RECORDS

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

26a. IRS Employees: Not Applicable

26b. Contractors: Not Applicable

26c. Members of the Public: Not Applicable

26d. Other: No

If **other**, identify the category of records and the number of corresponding records (to the nearest 10,000).

M. CIVIL LIBERTIES

27. Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment? No

27a. If **yes**, explain the First Amendment information being collected and how it is used.

27b. If **yes**, please check all of the following exceptions (any one of which allows the maintenance of such information) that apply:

The individual about whom the information was collected or maintained expressly authorizes its collection/maintenance (as noted in Q17). No

The information maintained is pertinent to and within the scope of an authorized law enforcement activity. (As noted in Q 7) No

There is a statute that expressly authorizes its collection. (Identified in Q6) No

27c. If **yes**, will the First Amendment information be used as the basis to make any adverse determination about an individual's rights, benefits, and/or privileges?

If **yes**, explain the determination process. Consult with IRS General Legal Services to complete this section.

28. Is the system information used to conduct data-mining as defined in the *Implementing the 9/11 Commission Recommendations Act of 2007, Public Law 110-53, Section 804*? No

If **yes**, provide a citation and/or link to the most recent Treasury data-mining report to Congress in which your system was discussed (if applicable).

29. Will this system have the capability to identify, locate, and monitor individuals or groups of people? No

If **yes**, describe the type of information derived from these efforts and the technical (e.g., audit trails) or other processes used to limit unauthorized monitoring.

N. ACCOUNTING OF DISCLOSURES

30. Does the system include or require disclosure of tax or employee information to anyone other than IRS employees or IRS contractors 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

If **yes**, does the system have a process in place to account for such disclosures in compliance with IRC 6103 (p) (3) (A) or Subsection (c) of the Privacy Act? Contact Disclosure to determine if an accounting is required.

30a. If **no**, accounting of Disclosures risk noted. Contact Disclosure to develop an accounting of disclosures. Explain steps taken to develop accounting of disclosures process.

30b. If **N/A**, explain the Exemption and/or Disclosure s response.

End of Report
