

Date of Approval: **February 04, 2020**

PIA ID Number: **4517**

SYSTEM DESCRIPTION

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

4980H Secure Server, none

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?

4980H Server, none, 1976

What is the approval date of the most recent PCLIA?

12/7/2016

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.

SBSE IT AD Compliance Governance Board

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.

This is a secure server to house compliance documents for tax administration related to the Affordable Care Act (ACA). Excerpts from Forms W-3, W-2, 1094-C, 1095-C, and 8962 will be stored there as well as documents supporting assessments made pursuant to the Employer Shared Responsibility Payment (ESRP) provision.

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:

When there is no reasonable alternative means for meeting business requirements

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

The 4980H Secure Server requires the use of SSN's because no other identifier can be used uniquely identify a taxpayer for intergovernmental communications.

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 uses 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. We require the use of SSNs because no other identifier can be used to uniquely identify a taxpayer at this time.

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:

Name

Mailing address

Phone Numbers

E-mail Address

Date of Birth

Standard Employee Identifier (SEID)

Financial Account Numbers

Biometric Identifiers

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

Agency Sensitive Information Information which if improperly used or disclosed could adversely affect the ability of the agency to accomplish its mission

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

No

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.

This is a secure server to house compliance documents for tax administration related to the Affordable Care Act (ACA). Only the necessary excerpts of the Forms W-3, W-2, 1094-C, 1095-C, and 8962 are stored rather than the entire forms, as well as documents supporting assessments made pursuant to the Employer Shared Responsibility Payment (ESRP) provision. In order to properly assess the ESRP the use of SSN's are required because no other identifier can be used to uniquely identify a taxpayer.

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

The data that Small Business/Self-Employed (SB/SE) receives is from internal IRS systems which are deemed reliable and the data is validated for accuracy by the system sending the data as described in the system security requirements. Any determinations made are validated throughout the non-filer and ESRP processes and the taxpayer has appeal rights for any determinations made from the data.

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 24.030 Customer Account Data Engine Individual Master File

IRS 24.046 Customer Account Data Engine Business Master File

IRS 34.037 Audit Trail and Security Records

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: Information Returns Database (IRDB)

Current PCLIA: Yes

Approval Date: 5/3/2018

SA&A: Yes

ATO/IATO Date: 3/29/2019

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?

Yes

Please identify the form number and name:

Form Number: 1094-C Form Name: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns

Form Number: 1095-C Form Name: Employer-Provided Health Coverage

Form Number: 8962 Form Name: Premium Tax Credit (PTC)

Form Number: W-3 Form Name: Transmittal of Wage and Tax Statements

Form Number: W-2 Form Name: Wage and Tax Statement

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: Examination Return Control System
Current PCLIA: Yes
Approval Date: 2/17/2017
SA&A: Yes
ATO/IATO Date: 6/7/2019

System Name: Business Master File
Current PCLIA: Yes
Approval Date: 8/27/2018
SA&A: Yes
ATO/IATO Date: 2/28/2019

Identify the authority

The authority is Internal Revenue laws of the United States and the Patient Protection and Affordable Care Act.

For what purpose?

The purpose of forwarding data to the Examination Returns Control System is for case management purposes. The purpose of forwarding data to the Business Master File is to make assessments of the Employer Shared Responsibility Payment.

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?

Yes

How is notice provided? Was the individual notified about the authority to collect the information, whether disclosure is mandatory or voluntary, the purpose for which the information will be used, with whom the information may be shared, and the effects on the individual, if any, if they decide not to provide all or any of the requested information?

Notice was provided via webinars, publications, IRS.gov, and the instructions to Forms 1094-C/1095-C.

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

No

Why not?

Forms 1094-C and 1095-C are required by statute.

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

Taxpayer Bill of Rights and appeals of proposed assessment.

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

Users: Read Write

Managers: Read Write

System Administrators: Administrator

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

Access would be controlled by permissions set at the server level on a need to know basis. The site administrators control access to the site through the use of The Request for User Access form, which is completed by the user's manager and approved by the user's second level manager. The form is then sent to Information Technology for final approval and access.

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?

No

You must work with the IRS Records and Information Management (RIM) Program Office to address records retention requirements before you dispose of any records in this system.

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?

3/20/2017

Describe the system's audit trail.

Users are interacting with the Commercial Off-the-Shelf software. Auditing and events are documented in the appropriate platform audit plan. No additional application-level auditing is taking place.

PRIVACY TESTING

Does the system require a System Test Plan?

No

Please explain why:

Not applicable as this is not a system.

SBU DATA USE

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

No

NUMBER AND CATEGORY OF PII RECORDS

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

IRS Employees: Under 50,000

Contractors: Not Applicable

Members of the Public: 100,000 to 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