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: August 14, 2014　　　　　　PIA ID Number: **813**

1.　What type of system is this?　New

1a.　Is this a Federal Information Security Management Act (FISMA) reportable system? No

2.　Full System Name, Acronym, and Release/Milestone (if appropriate):

　　FAA Flight Request, FAAFR

2a.　Has the name of the system changed? No

　　If yes, please state the previous system name, acronym, and release/milestone (if appropriate):

3.　Identify how many individuals the system contains information on

　　Number of Employees:　Not Applicable

　　Number of Contractors:　Not Applicable

　　Members of the Public:　Not Applicable

4. Responsible Parties:

NA

5. General Business Purpose of System

Just a quick history. We started this project thinking the IRS would house the flight data from the FAA of all private aircraft in the U.S. for 2010 through 2013 and then be updated as each calendar year passes. We could then access this database as agents requested the data. It was not advisable for the IRS to house all of the information so we went back to the FAA and they agreed to give us the information on an as needed basis if we provided them the Tail Number of an aircraft. So the PIA went from the IRS housing all the data to requesting specific data from the FAA. We are in the process of securing an MOU with the FAA (Federal Aviation Administration). Gretchen Mitterer from PGLD is currently writing the draft MOU> This MOU will allow us to request from the FAA flight information on specific private aircraft for the designated dates. This will be done by sending a Form to the FAA with the Tail number of the aircraft. This information will only be requested for open audits and compliance projects authorized by IRS management when the information is needed to determine correct tax liability. This information will contain Dates; Departure airport code, name, and country; Arrival airport code, name, and country; Distance flown in miles; Flight Times; Tail Number of the aircraft; Type of aircraft and Flight Identification Number. The privacy of the individual or entity involved will be protected pursuant to the confidentiality provisions of the internal Revenue Code. Due process is provided pursuant to 26 USC.

6.　Has a PIA for this system, application, or database been submitted previously to the Office of Privacy Compliance? (*If you do not know, please contact* *Privacy *and request a search*) No

6a.　If **Yes**, please indicate the date the latest PIA was approved:

6b.　If **Yes**, please indicate which of the following changes occurred to require this update.

- System Change (1 or more of the 9 examples listed in OMB 03-22 applies)
  (refer to PIA Training Reference Guide for the list of system changes)

- System is undergoing Security Assessment and Authorization

6c.　State any changes that have occurred to the system since the last PIA

7. If this system has an Exhibit 53 or Exhibit 300 please provide the Unique Project Identifier (UPI) number (XXX-XX-XX-XX-XX-XXXX-XX). Otherwise, enter the word 'none' or 'NA'. <u>NA</u>

B. DATA CATEGORIZATION

Authority: OMB M 03-22 & PVR #23- PII Management

8. Does this system collect, display, store, maintain or disseminate Personally Identifiable Information (PII)? <u>Yes</u>

9. Indicate the category that best describes the source that provides or originates the PII collected, displayed, stored, maintained or disseminated by this system. Most common categories follow:

Taxpayers/Public/Tax Systems	No	
Employees/Personnel/HR Systems	No	
		Other Source:
Other	Yes	Federal Aviation Administration private plane flight database by tail number.

10. Indicate all of the types of PII collected, displayed, stored, maintained or disseminated by this system. Then state if the PII collected is on the Public and/or Employees. Most common fields follow:

TYPE OF PII	Collected?	On Public?	On IRS Employees or Contractors?
Name	No	Yes	No
Social Security Number (SSN)	No	No	No
Tax Payer ID Number (TIN)	No	No	No
Address	No	No	No
Date of Birth	No	No	No

Additional Types of PII: <u>No</u>

No Other PII Records found.

10a. What is the business purpose for collecting and using the SSN ?

If you answered **Yes** to Social Security Number (SSN) in question 10, answer **10b**, **10c**, and **10d**.

10b. Cite the authority that allows this system to contain SSN's? (e.g. specific regulations, statutes, etc.)

10c. What alternative solution to the use of the SSN has/or will be applied to this system? (e.g. masking, truncation, alternative identifier)

10d.	Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of Social Security Numbers on this system?

Describe the PII available in the system referred to in question 10 above.

The information will be requested from the FAA by the tail number of a private aircraft. The tail number can be traced to the owner of the plane via the FAA public records database. The FAA will provide the information on the flight which includes, airport departure and arrival, dates, tail number, time, miles, and country.

11. Describe in detail the system's audit trail. State what data elements and fields are collected. Include employee log-in information. If the system does not have audit capabilities, explain why an audit trail is not needed.

Access will not be controlled by OL5081. The information will be provided by sending a Form with the request to the FAA. Only a small defined group of Deductible and Capital Expenditure IPG members (2-3) will be the contact points with the FAA. If a Revenue Agent wants the flight information he/she will have to fill out a Form and send it to one of the IPG members. The selected IPG member will then send the Form to the FAA, receive the information, and send back to the Revenue Agent.

11a. Does the audit trail contain the audit trail elements as required in current IRM 10.8.3 *Audit Logging Security Standards*? No

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12. What are the sources of the PII in the system? Please indicate specific sources:

   a. IRS files and databases: No

   b. Other federal agency or agencies: Yes

      If **Yes**, please list the agency (or agencies) below:

      Federal Aviation Administration

   c. State and local agency or agencies: No

   d. Third party sources: No

   e. Taxpayers (such as the 1040): No

   f. Employees (such as the I-9): No

   g. Other: No If **Yes**, *specify*:

C. PURPOSE OF COLLECTION

Authorities: OMB M 03-22 & Internal Revenue Manual (IRM) 10.8.8, IT Security, Live Data Protection Policy & PVR #16, Acceptable Use

13. What is the business need for the collection of PII in this system? Be specific.

The information requested from the FAA is going to contain flight information on selected private aircraft in the USA for the designated period. This information will assist the field in examinations with aircraft involved. A common problem being encountered by the field is that taxpayers will not provide complete or detailed flight information to make a determination on the tax administration side. The information will provide the field with the flight data or "usage" of the plane for the specified periods. This allows the field to verify the records provided by the taxpayer or secure this information if not provided by the taxpayer. This information will contain Dates; Departure airport code, name, and country; Arrival airport code, name, and country; Distance flown in miles; Flight Times; Tail Number of the aircraft; type of aircraft and Flight Identification Number.

D. PII USAGE

Authority: OMB M 03-22 & PVR #16, Acceptable Use

14. What is the specific use(s) of the PII?

To conduct tax administration	Yes
To provide taxpayer services	No
To collect demographic data	No

For employee purposes	No	
		If other, what is the use?
Other:	No	

E. INFORMATION DISSEMINATION

Authority: OMB M 03-22 & PVR #14- Privacy Notice and #19- Authorizations

15. Will the information be shared outside the IRS? (for purposes such as computer matching, statistical purposes, etc.) No

15a. If yes, with whom will the information be shared? The specific parties are listed below:

	Yes/No	Who?	ISA OR MOU**?
Other federal agency (-ies)			
State and local agency (-ies)			
Third party sources			
Other:			

  ** Inter-agency agreement (ISA) or Memorandum of Understanding (MOU)

16. Does this system host a website for purposes of interacting with the public? No

17. Does the website use any means to track visitors' activity on the Internet?
  If yes, please indicate means:

	YES/NO	**AUTHORITY**
Persistent Cookies		
Web Beacons		
Session Cookies		
		If other, specify:
Other:		

F. INDIVIDUAL CONSENT

Authority: OMB M 03-22 & PVR #15- Consent and #18- Individual Rights

18. Do individuals have the opportunity to decline to provide information or to consent to particular uses of the information? Not Applicable

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19. Does the system ensure "due process" by allowing affected parties to respond to any negative determination, prior to final action? Yes

19a. If **Yes**, how does the system ensure "due process"?

Due process is part of the examination process and this database just provides a source of information to the examiner on flights to be used during the examination. This information will be used by the Revenue Agent as part of an ongoing examination. Taxpayer's will have a chance to respond to the information once it is presented to them during the examination. In addition, the taxpayer has all the appeal rights available to them if they do not agree with the information gathered as in a regular audit of a tax return.

20. Did any of the PII provided to this system originate from any IRS issued forms? No

20b. If **No**, how was consent granted?

Written consent	No
Website Opt In or Out option	No
Published System of Records Notice in the Federal Register	No
Other:	No

G. INFORMATION PROTECTIONS

Authority: OMB M 03-22 & PVR #9- Privacy as Part of the Development Life Cycle, #11- Privacy Assurance, #12- Privacy Education and Training, #17- PII Data Quality, #20- Safeguards and #22- Security Measures

21. Identify the owner and operator of the system: <u>IRS Owned and Operated</u>

21a. If Contractor operated, has the business unit provided appropriate notification to execute the annual security review of the contractors, when required?

22. The following people have use of the system with the level of access specified:

	Yes/No	Access Level
IRS Employees:	Yes	
Users		Read Only
Managers		Read Only
System Administrators		Read Write
Developers		Read Write
Contractors:	No	
Contractor Users		
Contractor System Administrators		
Contractor Developers		
Other:	No	

If you answered yes to contractors, please answer **22a.** *(All contractor/contractor employees must hold at minimum, a* "*Moderate Risk*" *Background Investigation if they have access to IRS owned SBU/PII data.)*

22a. If the contractors or contractor employees act as System Administrators or have "Root Access", does that person hold a properly adjudicated "High Level" background investigation?

23. How is access to the PII determined and by whom?

Determined by the Deductible and Capital Expenditures Subject Matter Experts and Air Transportation Industry Subject Matter Experts and their managers on an as needed basis.

24. How will each data element of SBU/PII be verified for accuracy, timeliness, and completeness?

Per the MOU with FAA on information received.

25. 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? <u>Yes</u>

25a. 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.

FAA flight log information is maintained and disposed of in accordance with associated examination or project files. For LB&I reference RCS 26, SBSE reference RCS 28, etc. These RCS dispositions are found in IRS Document 12990.

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.

Information

26. Describe how the PII data in this system is secured, including appropriate administrative and technical controls utilized.
Only selected IRS personnel will be allowed to request the information from the FAA. Transmission and retrieval will be by a secure SharePoint site. Cyber Security and Disclosure gave permission for using a dedicated secure FAA-

IRS website on SharePoint. The designated IRS contact point will upload the Form (filled out by a Revenue Agent) to this secure SharePoint site. The FAA designee will get the form, pull the information from their database and then upload the information to the secure SharePoint site. The IRS contact person will download and send to the Revenue Agent that requested the information.

26a. Next, explain how the data is protected in the system at rest, in flight, or in transition.

Cyber Security has approved use of the secure SharePoint site to transmit and receive the information. The information will be requested and received by IRS and FAA through the secure SharePoint site. The IRS personnel that is the liaison with FAA will receive the information, download it from the secure SharePoint site and then forward it to the requesting IRS employee via secure e-mail.

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27. Has a risk assessment (e.g., SA&A) been conducted on the system to ensure that appropriate security controls have been identified and implemented to protect against known risks to the confidentiality, integrity and availability of the PII? No

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28. Describe the monitoring/evaluating activities undertaken on a regular basis to ensure that controls continue to work properly in safeguarding the PII.

Only limited number of selected IRS personnel will be allowed to request and receive this information from the FAA.

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29. Is testing performed, in accordance with Internal Revenue Manual (IRM) 10.8.8 - *IT Security, Live Data Protection Policy*? Not Applicable

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29a. Has approval been received from the Office of Privacy Compliance to use Live Data in testing (*if appropriate)*?   No

29b. If you have received permission from the Office of Privacy Compliance to use Live Data, when was the approval granted?

H. PRIVACY ACT & SYSTEM OF RECORDS

Under the statute, any employee who knowingly and willfully maintains a system of records without meeting the Privacy Act notice requirements is guilty of a misdemeanor and may be fined up to $5000.

Authority: OMB M 03-22 & Privacy Act, 5 U.S.C. 552a (e) (4) & PVR #13-Transparency

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30. Are 10 or more records containing PII maintained/stored/transmitted through this system? Yes

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31. Are records on the system retrieved by any identifier for an individual? (Examples of identifiers include but are not limited to Name, SSN, Photograph, IP Address) Yes

31a. If **YES**, the System of Records Notice(s) (SORN) published in the Federal Register adequately describes the records as required by the Privacy Act? Enter the SORN number and the complete name of the SORN.

Treas/IRS 42.021	Compliance Programs and Project Files
Treas/IRS 24,046	BMF
Treas/IRS 24.030	IMF
Treas/IRS 42.001	Exam Admin Files
Treas/IRS 34.037	Audit trail and security records system

I. ANALYSIS

Authority: OMB M 03-22 & PVR #21- Privacy Risk Management

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32.   What choices were made or actions taken regarding this IT system or collection of information as a result of preparing the PIA?

Resulted in the removal of PII from the system (e.g., SSN use reduced/eliminated)	No
Provided viable alternatives to the use of PII within the system	No
New privacy measures have been considered/implemented	No
Other:	No

32a.   If **Yes** to any of the above, please describe:

NA