

(U) PRIV1001 Glossary

(U) Breach

(U) The actual or possible loss of control, unauthorized disclosure, or unauthorized access of personal information where persons other than authorized users gain access or potential access to such information for an other-than-authorized purpose where one or more individuals will be adversely affected.

(U) Federal Register

(U) The Federal Register informs citizens of their rights and obligations, documents the actions of Federal agencies, and provides a forum for public participation in the democratic process. This publication informs the public of what information is being collected, the purpose and the authority for doing so, and the rules for agencies to follow regarding maintenance and dissemination of PII.

(U) Freedom of Information Act (FOIA)

(U) FOIA requires federal agencies to make certain agency information available for public inspection and copying and to establish and enable enforcement of the right of any person to obtain access to the records of such agencies, subject to statutory exemptions, for any public or private purpose. This Act:

- Fosters democracy by ensuring public access to agency records and information
- Improves public access to agency records and information
- Ensures agency compliance with statutory time limits
- Maximizes the usefulness of agency records and information collected, maintained, used, retained, and disseminated by the Federal Government

(U) NSA/CSS Information Systems Incident Response Team (NISIRT)

(U) NISIRT reports to DIRNSA on the status of protecting NSA/CSS assets from cyber attacks. The status reporting includes the results of monitoring, and analysis of potential threats to NSA/CSS telecommunications and information assets, including NSANet, JWICS, SIPRNet, NIPRNet, and the Internet. NISIRT will also be the initial point-of-contact for receiving national INFOCON status, and establishing INFOCON levels for NSA/CSS.

(U) Personally Identifiable Information (PII)

(U) Information that identifies, links, relates, is unique to, or describes the individual, such as name, SSN, date and place of birth, mother's maiden name, biometric records, home phone numbers, other demographics, personnel/medical/financial information, or any other PII linked or linkable to a specified individual. This definition of PII is not anchored to any single category of information or technology. Non-PII can become PII when information is publically available and when combined could identify an individual.

(U) Privacy Act Advisory (PAA)

(U) A PAA is required when an SSN is solicited but not maintained in a System of Records, or when a system allows the voluntary submission of PII. For SSN solicitation, PAAs must include the authorizing entity for collection, declaration of whether collection is voluntary or mandatory, and an explanation of how the SSN will be used. In cases where systems allow voluntary submittal of PII, PAAs must include the purpose of collection and clear declaration that there's no intent to collect PII.

(U) Privacy Act Record

(U) A Privacy Act Record is one with personal data about an individual that's routinely retrieved by name or personal identifier. The personal identifier must be unique to the individual, such as an SSN or employee identification number.

(U) Privacy Act Request

(U) A request from an individual for notification as to the existence of, access to, or amendment of records pertaining to that individual that are maintained in a System of Records.

(U) Privacy Act Statement (PAS)

(U) If you are collecting two or more pieces of personal information directly from an individual, the Privacy Act requires that you provide the individual with a PAS. PASs contain the legal authority to collect the information, what the information will be used for, effects for the individual if they don't provide the information, and any routine uses that apply to the information. It makes no difference how the information is collected: on a form, via e-mail, or a website, a PAS is required.

(U) Privacy Advocate

(U) NSA's Privacy Advocate oversees the Agency's Privacy Act Program. This entails ensuring the Agency's implementation of information privacy protections, including the Agency's full compliance with federal laws, regulations, and policies relating to information privacy, such as the Privacy Act, and the E-Government Act. In addition, the Privacy Advocate reviews the Agency's privacy policies to ensure they are comprehensive and up-to-date. Where additional or revised procedures may be needed, the Privacy Advocate works with the relevant Agency offices in the consideration, adoption, and implementation of such procedures.

(U) Together with the Office of General Counsel, the Privacy Advocate creates new Privacy Act SORNs and updates existing notices. In addition, coordinates with the Defense Privacy Office on the publication in the Federal Register of the Agency's Privacy Act rules and SORNs.

(U) The Privacy Advocate addresses PII breaches and coordinates with NSA's Senior Agency Official for Privacy on their resolution. The Privacy Advocate also reviews

proposed new information technology systems that will contain personal information to assess the need for a PIA and/or the need for a new Privacy Act System of Records.

(U) Privacy Impact Assessment (PIA)

(U) A process for examining the risks and effects of collecting, maintaining, and disseminating personal information in an electronic information system, and for identifying and evaluating protections and alternative processes to mitigate the impact to privacy of collecting personal information. The PIA process also provides a means to assure compliance with applicable laws and regulations governing privacy. PIAs are required under Section 208 of the E-Government Act of 2002.

(U) Social Security Number (SSN)

(U) An SSN is a personal identifier that is unique to an individual. Like all PII, it must be safeguarded.

(U) System of Records

(U) A group of records under the control of a DoD component from which PII about an individual is retrieved by the name of the individual, or by some other identifying number, symbol, or other identifying particular assigned, that's unique to the individual.

(U) System of Records Notice (SORN)

(U) A notice published in the Federal Register prior to an agency's collection, maintenance, use, or dissemination of information about an individual as required by the Privacy Act.