

Federal Trade Commission
Privacy Impact Assessment

Bureau of Consumer P

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2 Data Type, Sources, and Use

2.1 Specify in the table below what types of personally identifiable information (PII)

In addition, system access and event log data, including the Lab user's name, date and time of entry and exit, mobile device usage, and network traffic are collected and maintained for management, security, and auditing purposes.

2.3 What is the purpose for collection of the information listed above?

Information is collected in the Lab to



Data Will Be Accessed By and/or Provided To: Authorized Lab Administrators	How and Why the Data Will Be Accessed/Shared
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4 Notice and Consent

4.1 How are individuals provided with notice prior to the collection of their PII? If notice is not provided, explain why.

- Notice is provided via (check all that apply)
 - Privacy Act Statement Written Oral
 - FTC Website Privacy Policy
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All users who leave the agency must check out with a Lab Administrator; based on this, their account is disabled. Lab Administrators also disable accounts based on their monthly review of agency records listing staff who have left the agency. In addition, if a user account has not been used for more than 90 days, Lab Administrators disable the account.

Lab users are granted the fewest folder and file access rights needed to perform their function. Each user is provided with limited access storage space on the Lab's storage area network. This space is accessible to only the assigned user (and administrators). Limited access storage space may be assigned to a particular investigation or research project. In those instances, only those staff working on that matter are provided with access to the storage space. Users may temporarily save information they obtain while using Lab resources to the storage folder. Users are instructed not to save data locally to Lab workstations. Any data that is saved locally is deleted on a monthly basis as part of regular Lab maintenance procedures. Similarly, the Lab User's maintenance8prUser8 0 Td (.4 14003 Tc -0.00EMC ET /P <</MCID 3 >>BDC EMC BT /P <</MCID

6 Data Retention and Disposal

6.1 Specify the period of time that data is retained in the system/project. What are the specific procedures for disposing of the data at the end of the retention period?

Lab users may retain information collected in the Lab for use in an investigation, law enforcement action, or research project. The length of time data will be preserved depends on the length of the investigation and any subsequent law enforcement action, and the length of time to complete research projects. The content and context of information collected in the Lab conforms to the definition of “non-

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