

# **Alcohol and Tobacco Tax and Trade Bureau**

## **Tax MA**

### **Privacy Impact Assessment**

#### **Information Collected and Purpose**

The Tax Major Application consists of several component systems that together support the mission of the TTB to ensure fair and proper collection of revenue from the industry members for alcohol, tobacco, firearms, and ammunition excise taxes and to ensure compliance with the excise tax regulations. The component systems within the Tax MA only store Personally Identifiable Information (PII) that has been knowingly submitted by individuals to be used for contact purposes.

#### **Information Use and Sharing**

The Tax MA stores names, email addresses, addresses, phone numbers, gender, citizenship and social security numbers of individuals. The Tax MA collects contact information in case there is something wrong or missing with an application, permit or tax return. Social security numbers, gender, and citizenship are only stored as a part of a permit or application of a regulated industry. Designated and approved TTB employees have direct access to the data stored in the Tax MA, but all of those with access receive different rights in according to their job roles and needs.

TTB may need to share some information in Tax MA within other departments of TTB, or perhaps with other government agencies, but TTB does not share PII from Tax MA outside of the federal government. TTB will also provide the minimum information necessary in these data transfers and regulate user access according to job function and business need. TTB may also share with other federal agencies PII in Tax MA to assist with national security or other compliance activities. TTB evaluates each request on an individual basis and oversees the process to ensure all procedures are followed pursuant to the Privacy Act of 1974.

#### **Information Consent**

For an individual's PII to be in the Tax MA, he or she must have willingly and intentionally filled out and submitted an application, permit or excise tax return which was transmitted to the Tax MA.

#### **Information Protection**

TTB will take appropriate security measures to safeguard PII and other sensitive data stored in Tax MA. TTB will apply Department of the Treasury security standards, including but not limited to routine scans and monitoring, back-up activities, and background security checks of all TTB employees and contractors.

In addition, access to Tax MA PII will be limited according to job function. TTB will control access privileges according to least privilege, with the most sensitive data, such as social security number, accessible only to one or more system administrator as necessary.

The following access safeguards will also be implemented:

- Passwords expire after a set period
- Accounts are locked after a set period of inactivity
- Minimum length of passwords is eight characters
- Passwords must be a combination of letters and numbers and symbols
- Accounts are locked after a set number of incorrect attempts
- Systems are routinely scanned to ensure that they are configured correctly and have up-to-date patches and virus definitions