**PRIVACY IMPACT ASSESSMENT (PIA)**

**[Organization]**

**Project Description**

[input project description]

This PIA is for the IT systems listed in the table below.

| **Name of System** | **Sensitive Personally Identifiable Information (SPII)? (Yes/No)** | **Other Personally Identifiable Information (PII)? (Yes/No)** |
| --- | --- | --- |
| CivicRec Document Management |  |  |
|  |  |  |
|  |  |  |

**1. What information is to being collected (e.g., nature and source)**

**2. Why the information is being collected**

**3. The intended use of the information**

**4. With whom the information will be shared (e.g., another organization for a specified purpose)**

**5. What opportunities individuals or businesses have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information and how they grant such consent**

**6. Applicable laws (i.e. CCPA)**

**7. How the information will be secured (e.g. administrative and technical controls) and/or how any other applicable laws will be fulfilled?**

**Point of Contact:**