

Department of Homeland Security
National Protection and Program Directorate
Directive Number: 300-1
Issue Date: April 23, 2012
PRIVACY PROTECTION

I. Purpose

This Directive provides NPPD policy and assigns responsibilities for complying with departmental privacy protection programs.

II. Scope

This Directive applies throughout NPPD regarding the collection, use, maintenance, disclosure, deletion, and destruction of Personally Identifiable Information (PII) and any other activity that impacts the privacy of individuals as determined by the NPPD Senior Privacy Officer.

III. Authorities

- A. DHS Directive 047-01, “Privacy Protection Compliance” (July 7, 2011)
- B. DHS Instruction 047-01-001 “Privacy Policy and Compliance” (July 25, 2011)
- C. Memorandum from the Deputy Secretary to Component Heads, “Designation of Component Privacy Officers” (June 5, 2009)

IV. Responsibilities

- A. The **Under Secretary for NPPD** is responsible for all aspects of this Directive.
- B. The **Senior Privacy Officer for NPPD** serves as the primary point of contact with the DHS Privacy Office and is responsible for:
 - 1. Ensuring that personal information contained in Privacy Act systems of records is handled in compliance with the Privacy Act, 5 U.S.C. 552a, as amended;
 - 2. Ensuring Directorate-wide compliance with DHS privacy policies and procedures issued by the DHS Chief Privacy Officer and develops NPPD privacy policies to further reflect the NPPD mission, consistent with DHS privacy policy;

3. Providing leadership and guidance to managers regarding development of programs and activities that may have privacy implications;
 4. Developing and overseeing supplementary privacy training for NPPD employees and contractors, including training on privacy compliance procedures, privacy incident handling, and privacy complaint handling, and conducting NPPD-wide privacy training programs;
 5. Coordinating with the NPPD Chief Information Officer and Chief Information Security Officer (CISO) to provide guidance regarding information technology and technology-related programs and to develop and implement policies and procedures to safeguard PII used or maintained by NPPD in accordance with federal law and policy;
 6. Overseeing the coordination and approval by DHS of privacy impact assessments and Privacy Act system of records notices for NPPD;
 7. Monitoring NPPD compliance with all applicable Federal privacy laws and regulations and implementing corrective, remedial, and preventive actions whenever necessary;
 8. Ensuring that all NPPD interagency and international information-sharing agreements comply with DHS privacy compliance documentation requirements and DHS privacy policies;
 9. Investigating and mitigating, where appropriate, privacy incidents or matters related to possible violations of privacy; and
 10. Processing privacy complaints from organizations and individuals regarding NPPD activities and ensuring that redress is provided, where appropriate.
- C. The **Office of the General Counsel (OGC)** is responsible for providing legal advice, guidance, and counsel on matters relating to this directive.
- D. The **NPPD Office of the Under Secretary (OUS) and Subcomponent Heads** are responsible for:
1. Complying with this Directive.
 2. Coordinating staffing and budget plans with the NPPD Senior Privacy Officer to ensure appropriate staff and resources to fulfill the subcomponent's privacy obligations.
 3. Working with the NPPD Senior Privacy Officer to develop and issue sub-component level guidance on privacy protection and compliance within their area of responsibility.

4. Assisting the NPPD Senior Privacy Officer in reviewing subcomponent activities to ensure that privacy protections are fully integrated into subcomponent operations and that privacy incidents and privacy complaints are addressed and redress provided, where appropriate.

E. **NPPD OUS and Subcomponent Program Managers and System Managers** are responsible for:

1. Coordinating with the NPPD Office of Privacy when proposing, developing, implementing, or changing any IT system, technology, regulation, rulemaking, program, or other activity, including pilot activities, to develop privacy compliance documentation;
2. Ensuring the actual use of PII in programs and systems is consistent with the privacy compliance documentation;
3. Coordinating with the NPPD Office of Privacy to ensure that privacy incidents are reported, investigated, and mitigated in accordance with DHS and NPPD Privacy Incident Handling Guidance.
4. Consulting with the NPPD Office of Privacy to develop and implement privacy procedures and job-related privacy training.

V. Policy and Requirements

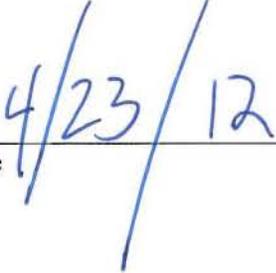
Existing NPPD subcomponent privacy protection policies and guidance may remain in effect if otherwise consistent with DHS and newly developed NPPD directives, and are subject to review by the NPPD Senior Privacy Officer. All proposed and new subcomponent privacy protection policy or guidance must be coordinated and approved by the NPPD Senior Privacy Officer.

VI. Questions

Address any questions or concerns regarding this Directive to the NPPD Senior Privacy Officer at NPPDPrivacy@dhs.gov.



Rand Beers
Under Secretary

Date 

4/23/12