## U.S. Department of Commerce U.S. Patent and Trademark Office



# Privacy Impact Assessment for the Data Conversion Laboratory Patent Support (DCLPS)

Reviewed by: David Chiles, Bureau Chief Privacy Officer (Acting)

V	Concurrence of Senior Agency	Official for Privacy/DOC	Chief Privacy Officer
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☐ Non-concurrence of Senior Agency Official for Privacy/DOC Chief Privacy Officer

Catrina I	D. Pu	ırvis
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Digitally signed by Catrina D. Purvis
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Date: 2019.04.19 10:23:12 -04'00'

05/23/2019

# U.S. Department of Commerce Privacy Impact Assessment USPTO Data Conversion Laboratory Patent Support (DCLPS)

Unique Project Identifier: [2405] PTOC-027-00

**Introduction: System Description** 

Provide a description of the system that addresses the following elements: The response must be written in plain language and be as comprehensive as necessary to describe the system.

- (a) Whether it is a general support system, major application, or other type of system
  The Data Conversion Laboratory Patent Support (DCLPS) is a general support system
  (b) System location The Data Conversion Laboratory Patent Support (DCLPS) is located in
  Fresh Meadows, NY
- (c) Whether it is a standalone system or interconnects with other systems (identifying and describing any other systems to which it interconnects) The Data Conversion Laboratory Patent Support (DCLPS) is an external contractor system that has been implemented in support of the Continuous Data Conversion (CDC)
- (d) The way the system operates to achieve the purpose(s) identified in Section 4 The purpose of the system is to transform electronic Tagged Image File Format (TIFF) images of patent application documents to Extensible Markup Language (XML) documents based on a predefined XML schema.
- (e) How information in the system is retrieved by the user: The files in the new XML format allow patent examiners to search, manage, and manipulate different document types, using examination tools under development.
- (f) How information is transmitted to and from the system DCL receives patent applications directly from the United States Patent and Trademark Office (USPTO). Data transfer between DCLPS and USPTO is done via a secure transport system. The transfers take place over public internet, from DCL to USPTO through their TIC (trusted internet connection).
- (g) Any information sharing conducted by the system DCL does not share any information with other agencies, individuals, or organizations. The information provided by USPTO is used by DCL for authorized data conversion activities performed by internal personnel only.
- (h) The specific programmatic authorities (statutes or Executive Orders) for collecting, maintaining, using, and disseminating the information This PII and BII data is collected by the USPTO to enable identification of the inventory and facilitate the patent application process. It is provided to DCL so that data conversion activities can be performed on the collected patent application. The legal authority to collect PII and/or BII derives from 35 U.S.C. 1, 2 6, and 115; 5 U.S.C. 301 (SORN COMMERCE/PAT-TM-7).
- (i) The Federal Information Processing Standards (FIPS) 199 security impact category for the system The Federal Information Processing Standard (FIPS) 199 security impact category for the system is Moderate

### **Section 1:** Status of the Information System

1.1 Indicate whether the inf	Indicate whether the information system is a new or existing system.					
☐ This is a new inform	☐ This is a new information system.					
☐ This is an existing i	☐ This is an existing information system with changes that create new privacy risks.					
(Check all that appl	•	1500 1111	at ereate hew privacy risk			
(Спеск ан тан аррі	y.)					
Charges That Cuasta Nam Du	Program Diales (CTCNDD)					
changes That Create New Pr	d. Significant Merging	Тп	g. New Interagency Uses			
b. Anonymous to Non-			h. Internal Flow or			
Anonymous	□ e. New Public Access		Collection			
c. Significant System	☐ f. Commercial Sources		i. Alteration in Character			
Management Changes			of Data			
j. Other changes that create ne	w privacy risks (specify):					
$\boxtimes$ This is an existing in	nformation system in which	change	es do not create new priva	cy		
risks, and there is a	SAOP approved Privacy Imp	oact As	ssessment.			
,	11 3 1					
Section 2: Information in the	System					
	J					
2.1 Indicate what personall	y identifiable information (P	II)/bus	iness identifiable informa	tion		
1	•					
(BII) is collected, maintained, or disseminated. (Check all that apply.)						
Identifying Numbers (IN)						
		i. Credit Card				
b. Taxpayer ID	f. Driver's License	<del></del>	j. Financial Account			
c. Employer ID	g. Passport		k. Financial Transaction			
d. Employee ID	h. Alien Registration		Vehicle Identifier			
m. Other identifying numbers (spec		1		1		
*Explanation for the need to collect	maintain, or disseminate the Soci	al Secui	rity number, including truncate	ed		
form: N/A						
Consuel Dougonal Data (CDD)						
General Personal Data (GPD)  a. Name	g. Date of Birth		m. Religion			
b. Maiden Name	h. Place of Birth					
				+ = -		
c. Alias	i. Home Address					
d. Gender	j. Telephone Number		p. Military Service			
e. Age	k. Email Address		q. Physical Characteristics			
f. Race/Ethnicity	1. Education		r. Mother's Maiden Name			
s. Other general personal data (spe	zny): N/A					
<u> </u>						

<ul><li>a. Occupation</li><li>b. Job Title</li></ul>									
b. Job Title	-		$\boxtimes$	g.	Salary				
			$\boxtimes$	h.	Work History				
c. Work Address			$\boxtimes$						
i. Other work-related data (specify): N/A									
Distinguishing Features/Bior	netrics	<u> </u>				T			
a. Fingerprints		d. Photographs		g.	DNA Profiles				
b. Palm Prints		e. Scars, Marks, Tattoos		h.	Retina/Iris Scans				
c. Voice Recording/Signatures		f. Vascular Scan		i.	Dental Profile				
j. Other distinguishing featu	res/bio	metrics (specify): N/A	•	•		•			
System Administration/Audi	t Data	(SAAD)	_						
a. User ID		c. Date/Time of Access		e.	ID Files Accessed				
b. IP Address		d. Queries Run		f.	Contents of Files				
g. Other system administration	on/audi	t data (specify): N/A							
Other Information (specify)									
Other Information (specify)									
Other Information (specify)									
Other Information (specify)									
	1 DII	I/DII :- 4 (Cl	1 11 41		1				
	the PI	I/BII in the system. (Chec	k all th	at a	apply.)				
2.2 Indicate sources of t		· · · · · · · · · · · · · · · · · · ·	k all th	at a	apply.)				
2.2 Indicate sources of t		om the Information Pertains							
2.2 Indicate sources of to Directly from Individual about In Person	out Wh	om the Information Pertains Hard Copy: Mail/Fax	k all th		apply.)				
2.2 Indicate sources of to Directly from Individual about In Person Telephone	ut Wh	om the Information Pertains							
2.2 Indicate sources of to Directly from Individual about In Person	out Wh	om the Information Pertains Hard Copy: Mail/Fax							
2.2 Indicate sources of to Directly from Individual about In Person Telephone	out Wh	om the Information Pertains Hard Copy: Mail/Fax							
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A	out Wh	om the Information Pertains Hard Copy: Mail/Fax							
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources	out Wh	om the Information Pertains Hard Copy: Mail/Fax Email		On	line				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau	out Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus		On					
2.2 Indicate sources of to  Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal	ut Wh	om the Information Pertains Hard Copy: Mail/Fax Email		On	line				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau	ut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus		On	line				
2.2 Indicate sources of to  Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal	ut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus		On	line				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal Other (specify): From the USF	ut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus		On	line				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal Other (specify): From the USF	ut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus Foreign		On	line ner Federal Agencies				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal Other (specify): From the USF  Non-government Sources Public Organizations	wut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus		On	line				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal Other (specify): From the USF  Non-government Sources Public Organizations Third Party Website or Applic	wut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus Foreign		On	line ner Federal Agencies				
2.2 Indicate sources of to Directly from Individual about In Person Telephone Other (specify): N/A  Government Sources Within the Bureau State, Local, Tribal Other (specify): From the USF  Non-government Sources Public Organizations	wut Wh	om the Information Pertains Hard Copy: Mail/Fax Email  Other DOC Bureaus Foreign		On	line ner Federal Agencies				

2.3 Describe how the accuracy of the information in the system is ensured.

DCL receives patent applications directly from the United States Patent and Trademark Office (USPTO). Data transfer between DCLPS and USPTO is done via a secure transport system. The transfers take place over public internet, from DCL to USPTO through their TIC (trusted internet connection). The connectivity is automated via

2.4	Is the information covered by the Pap	erwo	rk Reduction Act?	
	Yes, the information is covered by the Pa Provide the OMB control number and the 0651-0031 Patent Processing 0651-0032 Initial Patent Application			
	No, the information is not covered by the	Paperv	work Reduction Act.	
2.5	Indicate the technologies used that codeployed. (Check all that apply.)		PII/BII in ways that have not been previous	ısly
	t Cards		Biometrics	
Calle	er-ID		Personal Identity Verification (PIV) Cards	
Othe	r (specify):			
$\boxtimes$	There are not any technologies used that con	ntain P	II/BII in ways that have not been previously deploy	ed.
<b>Secti</b> 3.1	on 3: System Supported Activities  Indicate IT system supported activities apply.)	es wh	ich raise privacy risks/concerns. (Check a	ll tha
Activ	vities			
Audi	o recordings		Building entry readers	
	o surveillance		Electronic purchase transactions	
Othe	r (specify):			
		•.•		
$\boxtimes$	There are not any IT system supported activ	ities w	hich raise privacy risks/concerns.	

#### **Section 4:** Purpose of the System

4.1 Indicate why the PII/BII in the IT system is being collected, maintained, or disseminated. (*Check all that apply.*)

Purpose			
To determine eligibility		For administering human resources programs	
For administrative matters	$\boxtimes$	To promote information sharing initiatives	$\boxtimes$
For litigation		For criminal law enforcement activities	
For civil enforcement activities		For intelligence activities	
To improve Federal services online	$\boxtimes$	For employee or customer satisfaction	
For web measurement and customization technologies (single-session)		For web measurement and customization technologies (multi-session )	
Other (specify):	·		

#### **Section 5: Use of the Information**

5.1 In the context of functional areas (business processes, missions, operations, etc.) supported by the IT system, describe how the PII/BII that is collected, maintained, or disseminated will be used. Indicate if the PII/BII identified in Section 2.1 of this document is in reference to a federal employee/contractor, member of the public, foreign national, visitor or other (specify).

This PII and BII data is collected by the USPTO to enable identification of the inventory and facilitate the patent application process. DCL does not store any data. After receiving and processing data it is directly transmitted back to USPTO. The PII/BII comes from persons applying for patents through the USPTO. This could include federal employees, contractors, members of the public, or foreign nationals.

5.2 Describe any potential threats to privacy as a result of the bureau's/operating unit's use of the information, and controls that the bureau/operating unit has put into place to ensure that the information is handled, retained, and disposed appropriately. (For example: mandatory training for system users regarding appropriate handling of information, automatic purging of information in accordance with the retention schedule, etc.)

DCL connects to the USPTO File Transfer system which is a part of the NSI Master System.

In accordance with the USPTO Privacy Policy guidelines, the DCL system is designed and administered to ensure the confidentiality of PII provided to DCL by USPTO.

Specific safeguards that are employed by the DCL system to protect the patent applications include:

- The DCL system and its facility are physically secured and closely monitored. Only individuals authorized by DCL to access USPTO data are granted logical access to the system.
- All patent information is encrypted when transferred between DCL and USPTO using secure electronic methods.
- Technical, operational, and management security controls are in place at DCL and are verified regularly.
- Periodic security testing is conducted on the DCL system to help assure than any new security vulnerabilities are discovered and fixed.
- All DCL personnel are trained to securely handle patent information and to understand their responsibilities for protecting patents

#### **Section 6: Information Sharing and Access**

 $\boxtimes$ 

6.1 Indicate with whom the bureau intends to share the PII/BII in the IT system and how the PII/BII will be shared. (*Check all that apply.*)

Regimient	Но	How Information will be Shared					
Recipient	Case-by-Case	Bulk Transfer	Direct Access				
Within the bureau		$\boxtimes$					
DOC bureaus							
Federal agencies							
State, local, tribal gov't agencies							
Public							
Private sector		$\boxtimes$					
Foreign governments							
Foreign entities							
Other (specify):							

The PII/BII in the system will not be shared.

6.2 Indicate whether the IT system connects with or receives information from any other IT systems authorized to process PII and/or BII.

Yes, this IT system connects with or receives information from another IT system(s) authorized to process PII and/or BII.

Provide the name of the IT system and describe the technical controls which prevent PII/BII leakage: DCLPS connects to the USPTO File Transfer system which is a part of the NSI Master System.

In accordance with the USPTO Privacy Policy guidelines, the DCLPS system is designed and administered to ensure the confidentiality of PII provided to DCLPS by USPTO.

Specific safeguards that are employed by the DCLPS system to protect the patent applications include:

	<ul> <li>The DCLPS system and its facility are physically secured and closely monitored. Only individuals authorized by DCLPS to access USPTO data are granted logical access to the system.</li> <li>All patent information is encrypted when transferred between DCLPS and USPTO using secure electronic methods.</li> </ul>					
	• Technical, operational, and management security controls are in place at DCLPS and are verified regularly.					
	Periodic security testing is condu	acted on t	he DCLPS system to help assure than any new security			
	vulnerabilities are discovered and fixed.	1.4				
	• All DCLPS personnel are trained to securely handle patent information and to understand their responsibilities for protecting patents.					
	No, this IT system does not connect with process PII and/or BII.	or receive	e information from another IT system(s) authorized to			
6.3	Identify the class of users who will	have a	ccess to the IT system and the PII/BII. (Check			
0.5	all that apply.)	i iia ve av	coess to the 11 system and the 111/B11. (Check			
	att that apply.)					
Class	s of Users					
	ral Public		Government Employees			
Cont	ractors	$\boxtimes$				
Othe	r (specify):					
<b>Section</b> 7.1	on 7: Notice and Consent  Indicate whether individuals will b disseminated by the system. (Checker)		ed if their PII/BII is collected, maintained, or at apply.)			
$\boxtimes$	Yes, notice is provided pursuant to a systed discussed in Section 9.	em of reco	ords notice published in the Federal Register and			
		statement	and/or privacy policy. The Privacy Act statement			
$\boxtimes$	Yes, notice is provided by other means.		how: Notice is provided at the time of collection by the cont-end systems.			
	No, notice is not provided.	Specify	why not:			
7.2	Indicate whether and how individu	als have	e an opportunity to decline to provide PII/BII.			
	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify	how:			
$\boxtimes$	No, individuals do not have an opportunity to decline to provide PII/BII.	consent system. applicat of record	why not: Individuals may have the opportunity to to particular uses of their PII/BII within the DCLPS That option would be offered by the primary patent ion ingress system, which is covered under the system ds at USPTO: COMMERCE/PAT-TM-7, Patent tion Files.			

	That information is volunteered by individuals as a part of the patent application process. The PII/BII contained in this information is needed for successful processing of the patent application.
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7.3 Indicate whether and how individuals have an opportunity to consent to particular uses of their PII/BII.

Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how:
No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not: Individuals may have the opportunity to decline to provide their PII/BII to the DCLPS system. That option would be offered by the primary patent application ingress system, which is covered under the system of records at USPTO: COMMERCE/PAT-TM-7, Patent Application Files.  That information is volunteered by individuals as a part of the patent application process. The PII/BII contained in this information is needed for successful processing of the patent application.

7.4 Indicate whether and how individuals have an opportunity to review/update PII/BII pertaining to them.

$\boxtimes$	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	Specify how: Individuals have an opportunity to review/updated PII/BII pertaining to them up to and before the Patent application is published and finalized.
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

#### **Section 8: Administrative and Technological Controls**

8.1 Indicate the administrative and technological controls for the system. (*Check all that apply.*)

	All users signed a confidentiality agreement or non-disclosure agreement.	
	All users are subject to a Code of Conduct that includes the requirement for confidentiality.	
$\boxtimes$	Staff (employees and contractors) received training on privacy and confidentiality policies and practices.	
$\boxtimes$	Access to the PII/BII is restricted to authorized personnel only.	
$\boxtimes$	Access to the PII/BII is being monitored, tracked, or recorded.  Explanation: Audit records are reviewed daily as part of the daily system log review	
$\boxtimes$	The information is secured in accordance with FISMA requirements.  Provide date of most recent Assessment and Authorization (A&A):March 31, 2018  This is a new system. The A&A date will be provided when the A&A package is approved.	
$\boxtimes$	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.	
$\boxtimes$	NIST Special Publication (SP) 800-122 and NIST SP 800-53 Revision 4 Appendix J recommended	

	security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan		
	of Action and Milestones (POA&M).		
$\boxtimes$	A security assessment report has been reviewed for the supporting information system and it has been		
	determined that there are no additional privacy risks.		
$\boxtimes$	Contractors that have access to the system are subject to information security provisions in their contracts		
	required by DOC policy.		
$\boxtimes$	Contracts with customers establish ownership rights over data including PII/BII.		
	Acceptance of liability for exposure of PII/BII is clearly defined in agreements with customers.		
	Other (specify):		

8.2 Provide a general description of the technologies used to protect PII/BII on the IT system. (*Include data encryption in transit and/or at rest, if applicable*).

Access to the system and data are limited to system administrators and software developers. Data is received,		
processed, and returned. This is usually within four hours. All transfers of data between DCLPS and USPTO		
occur over a FIPS 140-2 certified secure file transport system.		

#### Section 9: Privacy Act

9.1 Indicate whether a system of records is being created under the Privacy Act, 5 U.S.C. § 552a. (A new system of records notice (SORN) is required if the system is not covered by an existing SORN).

As per the Privacy Act of 1974, "the term 'system of records' means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual."

$\boxtimes$	Yes, this system is covered by an existing system of records notice (SORN).  Provide the SORN name and number ( <i>list all that apply</i> ):  Patent Application Files—PAT/TM—7 <a href="http://www.uspto.gov/sites/default/files/sorn/uspto-pasorn-07.pdf">http://www.uspto.gov/sites/default/files/sorn/uspto-pasorn-07.pdf</a>	
	Yes, a SORN has been submitted to the Department for approval on (date).	
	No, this system is not a system of records and a SORN is not applicable.	

#### **Section 10: Retention of Information**

10.1 Indicate whether these records are covered by an approved records control schedule and monitored for compliance. (*Check all that apply.*)

$\boxtimes$	There is an approved record control schedule.  Provide the name of the record control schedule: Patent Examination Working Files (N1-241-10-1:4.2)				
	No, there is not an approved record control schedule.  Provide the stage in which the project is in developing and submitting a records control schedule:				
$\boxtimes$	Yes, retention is monitored for complia	ance to the scl	nedule.		
	No, retention is not monitored for com	pliance to the	schedule. Provide explanation:		
10.2	10.2 Indicate the disposal method of the PII/BII. (Check all that apply.)				
Disp					
Shree			Overwriting	$\boxtimes$	
	ussing		Deleting	$\boxtimes$	
Other	r (specify):				
Socti	on 11. NIST Special Publication	n 900 122 I	PII Confidentiality Impact Levels		
Secu	on 11. Mist special i ublication	11 000-122 1	11 Confidentiality Impact Levels		
11.1	Indicate the potential impact that	t could resu	It to the subject individuals and/or the		
	organization if PII were inappropriately	priately acc	essed, used, or disclosed.		
			the same as the Federal Information		
			· ·		
	Processing Standards (FIPS) 19	9 security ti	mpaci calegory.)		
	Low the loss of confidentiality integ	rity or availa	bility could be expected to have a limited advers	re l	
	effect on organizational operations, organizational			,	
			vailability could be expected to have a serious a	dverse	
$\boxtimes$	effect on organizational operations, org	ganizational a	ssets, or individuals.		
			bility could be expected to have a severe or		
	catastrophic adverse effect on organiza	tional operati	ons, organizational assets, or individuals.		
11.2	Indicate which factors were used	l to determi	ne the above PII confidentiality impact l	evels.	
	(Check all that apply.)				
		Provide exp	lanation:		
$\boxtimes$	Identifiability	_	name, title, address, phone number, & email ad	dress.	
			lanation: PII is only on the system for the time i		
$\boxtimes$	Quantity of PII		nd return to USPTO. This is usually less than fo		
		hours.			
	Data Field Sensitivity	Provide exp	lanation:		
	-	Provide eve	lanation: Information is for identifying and tracl	zina	
$\boxtimes$	Context of Use		cants/applications.	xiiig	
	011.	Provide exp			
	Obligation to Protect Confidentiality				
$\boxtimes$	Access to and Location of PII	Provide exp	lanation: Because the information containing PI	I must	

		be transmitted outside of the USPTO environment, there is an added need to ensure the confidentiality of information during	
		transmission.	
	Other:	Provide explanation:	
Section	on 12: Analysis		
12.1	Identify and evaluate any potential threats to privacy that exist in light of the information collected or the sources from which the information is collected. Also, describe the choices that the bureau/operating unit made with regard to the type or quantity of information collected and the sources providing the information in order to prevent or mitigate threats to privacy. (For example: If a decision was made to collect less data, include a discussion of this decision; if it is necessary to obtain information from sources other than the individual, explain why.)		
DCLPS identifies and evaluates potential threats to privacy by ensuring the facility is secured and closely monitored. Only authorized individuals are able to access USPTO data. DCL ensures all patent information is encrypted when transferred using secure transfer methods. Annually 1/3 of the security controls in place are audited by an independent assessor. Quarterly scans are performed to ensure all vulnerabilities or configuration settings are fixed and implemented correctly. The type or quantity of information collected and the sources providing the information is done prior to DCL involvement. DCL converts the information given to them by USPTO and is not privy to the decision making process within USPTO regarding information collected.			
12.2	Indicate whether the conduct of t	this PIA results in any required business process changes.	
	Yes, the conduct of this PIA results in required business process changes.  Explanation:		
$\boxtimes$	No, the conduct of this PIA does not re	sult in any required business process changes.	
12.3			
	Yes, the conduct of this PIA results in Explanation:	required technology changes.	

**USPTO Points of Contact and Signatures** 

No, the conduct of this PIA does not result in any required technology changes.