

PRELIMINARY PRIVACY IMPACT ASSESSMENT

TITLE: Single Family Mortgage Notes System (A80N)

UPI # 025-00-01-01-01-1060-00-206-085

PCAS # 00251190

Is this a new or substantially revised electronic information system? If revised, describe revisions. NO, this system went into production in 1999.

If any question does not apply, state not applicable (N/A) for each question and explain why.

- I. Describe the information to be collected (e.g., nature and source). Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc). **All personal information related to the mortgagor(s) making payments on the mortgage held by HUD is required for identification. The information is only disbursed to authorized organizations or agencies. For example, the Credit Bureaus and IRS.**
- II. Why is the information being collected (e.g., to determine eligibility)? **To ensure that the correct mortgagor is being billed for mortgage payments.**
- III. How will the information be used (e.g., to verify existing data)? **The information is used to collect funds from the mortgagor for tax disbursements and mortgage payments due to HUD.**
- IV. Will you share the information with others (e.g., another agency for a programmatic purpose)? If yes, list the entities. **NO**
- V. Describe what opportunities individuals have been given to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use). **N/A**

- VI. How will the information be secured (e.g., administrative and technological controls)? **Both administrative and technology controls are currently being used.**
- VII How will the data be retrieved (e.g., will it be retrieved by a personal identifier such as name, social security number, **address**, telephone number or some other identifier that is unique to an **individual**)? **The data is accessed using desktop workstations. A unique user ID and password are required.**