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

Privacy Impact Assessment
for the
Trademark Processing System – External Systems (TPS-ES)

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☐ Concurrence of Senior Agency Official for Privacy/DOC Chief Privacy Officer
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Signature of Senior Agency Official for Privacy/DOC Chief Privacy Officer Date

U.S. Department of Commerce Privacy Impact Assessment
USPTO Trademark Processing System – External Systems (TPS-ES)

Unique Project Identifier: PTOT-002-00

Introduction: System Description

The components of TPS-ES are primarily located at 600 Dulany Street, Alexandria, VA 22314, on the 3rd floor, east wing at the Data Center. TPS-ES resides on the USPTO network (PTOnet).

TPS-ES provides service support for processing trademark applications for the USPTO.
TPS-ES includes six applications that are used to support USPTO staff and public users through the trademark application process. TPS-ES features the ability to interface with related systems within USPTO, as well as with AISs outside USPTO.
TPS-ES is a Major Application (MA) comprising the following AISs:

1. Trademark Madrid System (MADRID): Moderate

   The Madrid System assist the Office of Trademark in sending and receiving data from International Bureau (IB)-related to international applications that are being handled by the U.S. Patent and Trademark Office (USPTO)

2. Trademark Design and Search Code Manual (TDSCM): Moderate

   TDSCM is a Web-based application allows trademark examining attorneys and the general public to search and retrieve design search codes from the TDSCM's Design Search Codes Manual

3. Trademark Electronic Application System (TEAS): Moderate
4. Trademark Electronic Application System International (TEASi):

   TEAS and TEASi provides United States Patent and Trademark Office (USPTO) customers with the means to electronically complete and register a trademark domestically or internationally. The applicant's information is stored and is publically available for trademark discovery via TDSCM, TESS.
   Bibliographic information collected from trademark registrants, include:

   a) The applicant's name and address
   b) The applicant's legal entity.

The following information can be collected from trademark registrants but is not required in order to submit the trademark for processing:

a) If the applicant is a partnership, the names and citizenship of the applicant's general partners.
b) The entity's address for correspondence
c) An e-mail address for correspondence and an authorization for the Office to send correspondence concerning the application to the applicant or applicant's attorney by e-mail (only business email addresses are published).

The information is collected to uniquely identify the registrant of a trademark. The information becomes part of the official record of the application and is used to document registrant location and for official communications. After the application has been filed, the information is part of the public record and a member of the public may request a copy of the application file. However, applicants are informed and sign a consent that the information given will be accessible to the public. A prominent warning banner on TEAS states:

WARNINGS

ALL DATA PUBLIC: All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, e-mail address, and street address. By filing this application, you acknowledge that **YOU HAVE NO RIGHT TO CONFIDENTIALITY** in the information disclosed. The public will be able to view this information in the USPTO's on-line databases and through Internet search engines and other on-line databases. This information will remain public even if the application is later abandoned or any resulting registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record.

5. Trademark Electronic Search System (TESS): Moderate

TESS is designed to provide the general public with the capability to search text and images of pending, registered, and dead Trademark applications via internet browser.

6. Trademark Identification Manual (TIDM): Moderate

The Trademark Identification Manual (TIDM) system is a component that provides trademark examiners and the public with a web-based interface for searching and retrieving the text of the Trademark Classification Manual.

Section 1: Status of the Information System

1.1 Indicate whether the information system is a new or existing system.

☐ This is a new information system.

☒ This is an existing information system with changes that create new privacy risks. *(Check all that apply.)*

Changes That Create New Privacy Risks (CTCNPR)					
a. Conversions	☐	d. Significant Merging	☐	g. New Interagency Uses	☐
b. Anonymous to Non-Anonymous	☐	e. New Public Access	☐	h. Internal Flow or Collection	☐
c. Significant System Management Changes	☐	f. Commercial Sources	☐	i. Alteration in Character of Data	☐
j. Other changes that create new privacy risks (specify): There's no change to this system, this document is being prepared in accordance with Annual Information System Security Assessment requirement.					

Section 2: Information in the System

2.1 Indicate what personally identifiable information (PII)/business identifiable information (BII) is collected, maintained, or disseminated. *(Check all that apply.)*

Identifying Numbers (IN)					
a. Social Security*	☐	e. File/Case ID	☐	i. Credit Card	☐
b. Taxpayer ID	☐	f. Driver's License	☐	j. Financial Account	☐
c. Employer ID	☐	g. Passport	☐	k. Financial Transaction	☐
d. Employee ID	☐	h. Alien Registration	☐	l. Vehicle Identifier	☐
m. Other identifying numbers (specify):					
*Explanation for the need to collect, maintain, or disseminate the Social Security number, including truncated form:					
*If SSNs are collected, stored, or processed by the system, please explain if there is a way to avoid such collection in the future and how this could be accomplished:					

General Personal Data (GPD)					
a. Name	☒	g. Date of Birth	☐	m. Religion	☐
b. Maiden Name	☐	h. P7.27.2lace of Birth	☐	n. Financial Information	☐
c. Alias	☐	i. Home Address	☒	o. Medical Information	☐
d. Gender	☐	j. Telephone Number	☒	p. Military Service	☐
e. Age	☐	k. Email Address	☒	q. Physical Characteristics	☐
f. Race/Ethnicity	☐	l. Education	☐	r. Mother's Maiden Name	☐
s. Other general personal data (specify):					

Work-Related Data (WRD)					
a. Occupation	☐	d. Telephone Number	☐	g. Salary	☐
b. Job Title	☐	e. Email Address	☐	h. Work History	☐
c. Work Address	☐	f. Business Associates	☐		
i. Other work-related data (specify):					

Distinguishing Features/Biometrics (DFB)					
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 features/biometrics (specify):					

System Administration/Audit 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/audit data (specify):					

Other Information (specify)

2.2 Indicate sources of the PII/BII in the system. *(Check all that apply.)*

Directly from Individual about Whom the Information Pertains					
In Person	☐	Hard Copy: Mail/Fax	☐	Online	☒
Telephone	☐	Email	☐		
Other (specify):					

Government Sources					
Within the Bureau	☐	Other DOC Bureaus	☐	Other Federal Agencies	☐
State, Local, Tribal	☐	Foreign	☐		
Other (specify):					

Non-government Sources					
Public Organizations	☐	Private Sector	☐	Commercial Data Brokers	☐
Third Party Website or Application			☐		
Other (specify):					

2.3 Indicate the technologies used that contain PII/BII in ways that have not been previously deployed. *(Check all that apply.)*

Technologies Used Containing PII/BII Not Previously Deployed (TUCPBNPD)			
Smart Cards	☐	Biometrics	☐
Caller-ID	☐	Personal Identity Verification (PIV) Cards	☐
Other (specify):			

☒	There are not any technologies used that contain PII/BII in ways that have not been previously deployed.

Section 3: System Supported Activities

3.1 Indicate IT system supported activities which raise privacy risks/concerns. *(Check all that apply.)*

Activities			
Audio recordings	☐	Building entry readers	☐
Video surveillance	☐	Electronic purchase transactions	☐
Other (specify):			

☒	There are not any IT system supported activities which 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	☒	To promote information sharing initiatives	☐
For litigation	☐	For criminal law enforcement activities	☐
For civil enforcement activities	☐	For intelligence activities	☐
To improve Federal services online	☐	For employee or customer satisfaction	☐
For web measurement and customization technologies (single-session)	☐	For web measurement and customization technologies (multi-session)	☐
Other (specify): The information is collected to uniquely identify the registrant of a trademark.			

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).

The bibliographic information collected from applicants for a trademark are used to uniquely identify the registrant trademark. Addresses and e-mail addresses are used for correspondence and an authorization for the Office to send correspondence concerning the application to the applicant or applicant's attorney (only business email addresses are published.

Section 6: Information Sharing and Access

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.)*

Recipient	How Information will be Shared		
	Case-by-Case	Bulk Transfer	Direct Access
Within the bureau	☐	☐	☐
DOC bureaus	☐	☐	☐
Federal agencies	☐	☐	☐
State, local, tribal gov't agencies	☐	☐	☐
Public	☒	☐	☒
Private sector	☐	☐	☐
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: During processing, the information is passed through to various internal AISs for processing at the USPTO. The information is not routinely shared with other agencies before publication, though the registrants can check on the progress of their applications.
☐	No, this IT system does not connect with or receive information from another IT system(s) authorized to process PII and/or BII.

6.3 Identify the class of users who will have access to the IT system and the PII/BII. *(Check all that apply.)*

Class of Users			
General Public	☒	Government Employees	☐
Contractors	☐		
Other (specify):			

Section 7: Notice and Consent

7.1 Indicate whether individuals will be notified if their PII/BII is collected, maintained, or disseminated by the system. *(Check all that apply.)*

☐	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 9.	
☐	Yes, notice is provided by a Privacy Act statement and/or privacy policy. The Privacy Act statement and/or privacy policy can be found at: _____.	
☒	Yes, notice is provided by other means.	Specify how: A notice is provided by a warning banner when the applicant accesses the application, in addition a consent form is signed by the applicant giving USPTO the authority to share the information provided with the public.
☐	No, notice is not provided.	Specify why not:

7.2 Indicate whether and how individuals have an opportunity to decline to provide PII/BII.

☒	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how: Individuals grant consent by filing out a trademark registration and submitting it for processing. A prominent warning on the TEAS system states:

		WARNINGS **ALL DATA PUBLIC**: All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, e-mail address, and street address. By filing this application, you acknowledge that **YOU HAVE NO RIGHT TO CONFIDENTIALITY** in the information disclosed. The public will be able to view this information in the USPTO's on-line databases and through Internet search engines and other on-line databases. This information will remain public even if the application is later abandoned or any resulting registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record
☐	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not:

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: All information collected is for contact purpose. Individuals have a choice of what contact information to give. They are also made aware that the information provided will be made public.
☐	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not:

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

☒	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	Specify how: Individuals will need to work with USPTO if contact information changes to update their records.
☐	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.
☒	Staff (employees and contractors) received training on privacy and confidentiality policies and practices.
☐	Access to the PII/BII is restricted to authorized personnel only.
☐	Access to the PII/BII is being monitored, tracked, or recorded. Explanation:
☐	The information is secured in accordance with FISMA requirements. Provide date of most recent Assessment and Authorization (A&A): _____ ☐ This is a new system. The A&A date will be provided when the A&A package is approved.
☒	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
☒	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 (POAM).
☐	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
☒	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.

1.The USPTO uses the Life Cycle review process to ensure that management controls are in place for TPS-ES. During the enhancement of any component, the security controls are reviewed, re-evaluated, and updated in the Security Plan. The Security Plans specifically address the management, operational and technical controls that are in place, and planned, during the operation of the enhanced system. Additional management controls include performing national agency checks on all personnel, including contractor staff.

2.A Security Categorization compliant with the FIPS 199 and NIST SP 800-60 requirements was conducted for TPS-ES. The overall FIPS 199 security impact level for TPS-ES was determined to be Moderate. This categorization influences the level of effort needed to protect the information managed and transmitted by the system.

3.The USPTO Personally Identifiable Data Removal Policy (see answer to Question 7 below).

1. Operational controls include securing all hardware associated with the TPS-ES in the USPTO Data Center. The Data Center is controlled by access card entry and is manned by a uniformed guard service to restrict access to the servers, their operating systems, and databases.
2. Backups are managed by the Enterprise Tape Backup System (ETBS) and are secured off-site by First Federal.
3. Windows and Linux servers within TPS-ES are regularly updated with the latest security

patches by the Unix System Support Groups. Additional operational controls include performing national agency checks on all personnel, including contractor staff.

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."

☐	Yes, this system is covered by an existing system of records notice (SORN). Provide the SORN name and number *(list all that apply)*:
☐	Yes, a SORN has been submitted to the Department for approval on (date).
☒	No, a SORN is not being created. According to the USPTO OCIO Records Officer and Legal Department, trademark data is not Protectable Personally Identifiable Information is Publicly Releasable PII . Trademark information is inherently business, not personal; therefore a SORN is not required

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.)*

☐	There is an approved record control schedule. Provide the name of the record control schedule:

☐	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:
☐	Yes, retention is monitored for compliance to the schedule.
☒	No, retention is not monitored for compliance to the schedule. Provide explanation: No. GRC 20 allows agency determination that certain electronic records are authorized for erasure or deletion when they are no longer needed for administrative, legal, audit, or other operational purposes. Electronic records that represent hard copy records can be deleted after expiration of the retention period authorized for the hard copy records

10.2 Indicate the disposal method of the PII/BII. *(Check all that apply.)*

Disposal			
Shredding	☐	Overwriting	☐
Degaussing	☐	Deleting	☐
Other (specify):			

Section 11: NIST Special Publication 800-122 PII Confidentiality Impact Levels

11.1 Indicate the potential impact that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed.

☒	Low – the loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.
☐	Moderate – the loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.
☐	High – the loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.

11.2 Indicate which factors were used to determine the above PII confidentiality impact levels. *(Check all that apply.)*

☐	Identifiability	Provide explanation:
☐	Quantity of PII	Provide explanation:
☐	Data Field Sensitivity	Provide explanation:
☐	Context of Use	Provide explanation:
☐	Obligation to Protect Confidentiality	Provide explanation:
☐	Access to and Location of PII	Provide explanation:

☒	Other: Quality of PII	Provide explanation: According to the USPTO OCIO Records Officer and Legal Department, trademark data is not Protectable Personally Identifiable Information is Publicly Releasable PII.

Section 12: Analysis

12.1 Indicate whether the conduct of this PIA results in any required business process changes.

☐	Yes, the conduct of this PIA results in required business process changes. Explanation:
☒	No, the conduct of this PIA does not result in any required business process changes.

12.2 Indicate whether the conduct of this PIA results in any required technology changes.

☐	Yes, the conduct of this PIA results in required technology changes. Explanation:
☒	No, the conduct of this PIA does not result in any required technology changes.