

## PRIVACY IMPACT ASSESSMENT (PIA)

**PRESCRIBING AUTHORITY:** DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

### 1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Richmond - Electronic Security Systems (ESS), Closed Circuit Television (CCTV)

### 2. DOD COMPONENT NAME:

Defense Logistics Agency (DLA)

### 3. PIA APPROVAL DATE:

10/20/2025

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

#### a. The PII is: (Check one. Note: foreign nationals are included in the general public.)

- From both members of the general public and Federal employees

#### b. The PII is in a: (Check one)

- Existing Electronic Collection

#### c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.

The CCTV – Richmond enclave is a base-wide Closed Circuit Television system that currently utilizes Milestone XProtect v2024 R2 to monitor and record video feeds from around the installation. This system is deployed and operated solely at Defense Supply Center Richmond (DSCR) and is under the management of the local Physical Security department.

#### d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

PII is collected as part of the CCTV System for DSCR. The CCTV system secures and regulates physical access to the installation and serves to enhance officer safety, prevent crimes, detect and respond to emergencies, and assist in the investigation of criminal acts committed on DSCR.

#### e. Do individuals have the opportunity to object to the collection of their PII?

Yes

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Individuals are notified before entering the installation by clearly posted signs that they will be under CCTV surveillance. Individuals can choose not to enter the installation. In some cases, such as for use of visual recordings, individuals who enter Federal properties and public areas do not have a reasonable expectation of privacy. Some DCSR controlled areas may have signs posted that inform individuals of surveillance activities, but in many cases, notice may not be provided, or consent obtained for images captured.

#### f. Do individuals have the opportunity to consent to the specific uses of their PII?

No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

Individuals are notified before entering the installation by clearly posted signs that they will be under CCTV surveillance. Individuals can choose not to enter the installation.

**g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory Must be provided.** (Check as appropriate and provide the actual wording.)

- Not Applicable

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component?** (Check all that apply)

Shared

Within the DoD Component

Specify.

DLA Office of the Inspector General (DA); DLA General Counsel (DG); DLA Installation Management (DM);

Shared

Other DoD Components

Specify.

Office of Inspector General;

Shared

Other Federal Agencies

Specify.

Department of Justice;

Shared

State and Local Agencies

Specify.

County or City Governments; Tribal government; State Government Agencies;  
Images will only be provided upon written request for investigated purposes

Shared

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e. 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

Contractor: Convergent Technologies (SP4703-22-C-0010 expiring 8/18/2025)<br>FAR 52.224-1, Privacy Act Notification (Apr 1984)<br>FAR 52.224-2, Privacy Act (Apr 1984)<br>FAR 52.224-3, Privacy Training (Jan 2017)<br>FAR 52.239-1, Privacy or Security Safeguards (Aug 1996)<br>DFARS 239.7604(b) Solicitation provision and contract clause<br>DFARS 252.239-7010, Cloud Computing Services (Oct 2016)<br>Contractor: J2 associates (SP4703-22-C-0010 expiring 8/18/2025)<br>FAR 52.224-1, Privacy Act Notification (Apr 1984)<br>FAR 52.224-2, Privacy Act (Apr 1984)<br>FAR 52.224-3, Privacy Training (Jan 2017)<br>FAR 52.239-1, Privacy or Security Safeguards (Aug 1996)<br>DFARS 239.7604(b) Solicitation

Shared

Other (e.g., commercial providers, colleges)

Specify.

None

i. **Source of the PII collected is:** (Check all that apply and list all information systems if applicable)

- Existing DoD Information Systems

Data is collected as still photos and video through the internal use of the CCTV System.

j. **How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

Data is collected as still photos and video through the internal use of the CCTV System.

- Other (Enter the information in the box below)

k. **Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

No

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

If "Yes," enter the SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Officer for additional information or <http://dpcl.d.defense.gov/Privacy/SORNs/>

or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLD). Consult the DoD Component Privacy Officer for this date.

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**I. What is the National Archives and Records Administration (NARA) approved, pending, or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

6055.58 Routine Surveillance Recordings  
Temporary. destroy when 30 days old, but longer retention is authorized if required for business use.  
GRS 5.6, item 090 (DAA-GRS-2021-0001-0003)

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

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GRS 5.6, item 090 (DAA-GRS-2021-0001-0003)

**m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.**

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).
  - (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
  - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.
  - (c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

No

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.