



HSIN Intake Questionnaire

1. What is the sponsoring organization?

Office for Civil Rights and Civil Liberties

2. What is the name of the project?

Fusion Center CLPO

3. What is the purpose of the proposed HSIN Community of Interest (COI)?

The purpose of this HSIN COI is to share materials and information between the DHS offices of Privacy and CRCL with Fusion Center personnel, specifically with the Civil Liberties and Privacy Officers (CLPOs). The materials would contain FOUO materials that we cannot currently provide easily through existing channels. Additionally, this COI would be a location where CLPOs would be able to share knowledge and materials between themselves.

4. What agencies/organizations/companies are anticipated to have membership to this HSIN COI?

Federal DHS

Office for Civil Rights and Civil Liberties
Privacy Office
Office of Intelligence and Analysis

Federal Other

Department of Justice

State

State and major urban area fusion centers members

Local

State and major urban area fusion centers members



Private Sector

International

5. How many users are anticipated to be members of the HSIN COI?

Less than 400. There are 81 Fusion Centers with one to three users from each plus various federal users and support personnel.

6. What type of Personally Identifiable Information (PII) is anticipated to be placed on the HSIN COI?

Contact information of Fusion Center members as well as DHS employees.

7. What is the scope of this project? *Select all that apply.*☒ Document Libraries☒ HSIN Connect☒ Lists (*specify*)☐ Esri Mapping

Contacts

☒ Other☒ Pages

Calendar, Message Board

8. What is the timeline for this project? *For planning purposes, anticipate at least three (3) months for governance document review and site development before the site(s) can be active.*

Goal - September launch
Materials Collection and creation (currently ongoing)
COI creation process (started)
Training on HSIN (when available)
Design and implementation
User Outreach
Launch (September 2021)



9. Who is tentatively identified to be the HSIN COI Sponsor? Provide name and position.

Brian Sterling
Section Chief - Security, Intelligence and Information Policy (SIIP) Section, Office for Civil Rights and Civil Liberties

Note: The COI Sponsor role is the primary authority over the COI. COI Sponsors must hold a position from a public sector institution. Each COI must have at least one sponsor. This role establishes and staffs the required roles within their COI, acts as a liaison between its COI and the HSIN Program Management Office (PMO), and establishes and updates its COI Charter. This role also approves and sets policies, governance standards, and communicates the established security measures of its COI.

The COI Sponsor has enforcement authority over the COI. HSIN PMO empowers the COI Sponsor to monitor activity in this COI, enforce the provisions of the COI's Charter, and report any suspicious behavior to the HSIN PMO. If suspicious behavior is dismissed or appropriate action is not taken, HSIN PMO reserves the right to request a new COI Sponsor to manage the COI and to ensure the integrity of the HSIN enterprise.

The COI Sponsor must ensure compliance with all HSIN privacy policies as required and appropriate, including those found in the HSIN Terms of Service (TOS) and the HSIN Privacy Impact Assessments (PIA). In addition, the COI Sponsor must work with HSIN PMO to complete a Privacy Threshold Analysis (PTA) and submit the PTA for approval to the DHS Privacy Office before the launch of any COI. The COI Sponsor is also responsible for ensuring the PTA is kept up to date and accounts for any changes made to the COI.

10. Who is tentatively identified to be the HSIN COI Owner(s)? Provide name(s) and position(s).

(b)(6)
Policy Advisor - Security, Intelligence and Information Policy (SIIP) Section, Office for Civil Rights and Civil Liberties
Brian Sterling
Section Chief - Security, Intelligence and Information Policy (SIIP) Section, Office for Civil Rights and Civil Liberties

Note: A COI Owner will be granted the permissioned role of "Hierarchy Manager" and "COI Owner" at the COI level. COI Owners will be required to take HSIN PII training and receive HSIN PII certification before permissioned roles are enabled. This role is intended to manage the COI infrastructure which includes activities such as creating document libraries, lists, and discussion boards, and shall include permissions for SharePoint design, applying style sheets, and applying themes. In select cases, for particular sites, this role may be assigned to HSIN Program support staff through coordination of the COI and HSIN PMO. Any HSIN COI may request creation of this role and its associated permissions levels from HSIN PMO; however, the role cannot become active without the consent of the HSIN Outreach Team, based on a business need established by a COI.

11. Why are you looking at HSIN for your information sharing needs? Have you explored other options? If so, explain.

After much research, HSIN appears to be the best fit for our purposes. Many fusion center staff already have access to and are familiar with HSIN (primarily via membership in the Intel COI). Document sharing, which is paramount to our partnership, is otherwise difficult or impossible between DHS and State and Local personal (through applications such as dropbox, email, or internal share point sites). The NFCA website (one of the other options we considered) is not designed to restrict files based on users, and many of the materials needed to be shared are FOUO. The ability to have Adobe Connect will greatly improve CRCL's training capabilities (which is mandated by statute). For these reasons HSIN is the best fit.