

Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: Land Record System
Bureau: Department of Energy – Bonneville Power Administration (BPA)
Project's Unique ID:
Date: Revised: 05/01/2007

A. CONTACT INFORMATION:

1) Who is the person completing this document?

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2) Who is the system owner?

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B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes

a. Is this information identifiable to the individual?

Yes

b. Is the information about individual members of the public?

Yes

c. Is the information about DOE or contractor employees?

No

2) What is the purpose of the system/application?

The records are maintained and used by the BPA to track land rights information resulting from property right acquisitions, licenses, transfers, exchanges, permits, outgrants (where BPA is giving rights to Fee/Easement property use for a specific purpose, i.e., fences, trees, utilities, etc.), encroachments and disposals in support of construction and maintenance programs.

- 3) What legal authority authorizes the purchase or development of this system/application?

Pursuant to the Bonneville Project Act of August 20, 1937, Ch. 720, 50 Stat. 731, as amended, 16 U.S.C. 832 (1977); the Federal Columbia River Transmission System Act of October 18, 1974, (P.L. 93-454), 88 Stat. 1376, 16 U.S.C. 838 (Supp IV); the Department of Energy Organization Act of August 4, 1977, (P.L. 95-91); and the Pacific Northwest Electric Power Planning and Conservation Act of December 5, 1980, (P.L. 96-501).

C. DATA in the SYSTEM:

- 1) What categories of individuals are covered in the system?

Individuals from whom BPA has acquired or given interests in land or permits.

- 2) What are the sources of information in the system?

a. Is the source of the information from the individual or is it taken from another source?

Information is obtained from individual landowners, grantees or grantors.

b. What Federal agencies are providing data for use in the system?

The Federal agencies that provide data are the U.S. Department of Agriculture (USDA), USDA Forest Service, Department of Interior (DOI) Bureau of Land Management, DOI Bureau of Reclamation, DOI Bureau of Indian Affairs, and the U.S. Army Corps of Engineers.

c. What Tribal, State and local agencies are providing data for use in the system?

Tribal agencies that provide data are the Chemawa Indian School (Bureau of Indian Affairs), Coeur D'Alene Tribe, The Confederated Tribes of the Colville Reservation, The Confederated Tribes of the Grand Ronde, Kalispel Tribe of Indians, The Klamath Tribes, Kootenai Tribe of Idaho, Muckleshoot Indian Tribe, Nez Perce Tribe, Nisqually Indian Tribe, Suquamish Tribe – Port Madison Indian Reservation, Confederated Salish and Kootenai Tribes of the Flathead Nation, Duck Valley Shoshone-Paiute Tribes, Skokomish Tribal Nation, Spokane Tribe of Indians, The Confederated Tribes of the Umatilla Indian Reservation, The Confederated Tribes of the Warm Springs, and Yakama Nation.

Data also is provided by city and county agencies in the States of Oregon, Washington, Montana, Idaho, and Wyoming.

d. From what other third party sources will data be collected?

Data can be collected from title companies and assessors offices.

e. What information will be collected from the individual and the public?

Land Owner: Full Name, Home Address, Home Phone, Land Property Ownership, Tax, Valuation, Purchase Price, and Other Public Information.

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOE records be verified for accuracy?

Verify with title companies, assessor offices and land owners.

b. How will data be checked for completeness?

Data will be verified with title companies, assessor offices and landowners.

c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date?

Yes, the data is current. Original information is verified by landowners, assessors offices and title companies.

d. Are the data elements described in detail and documented?

Yes, documented in the data dictionary.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

Yes

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

No

3) Will the new data be placed in the individual's record?

N/A

- 4) Can the system make determinations about employees/public that would not be possible without the new data?

N/A

- 5) How will the new data be verified for relevance and accuracy?

N/A

- 6) If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?

Data is not being consolidated.

- 7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access?

Processes are not being consolidated.

- 8) How will data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.

Yes, data is retrieved by landowner's full name.

- 9) What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?

Individual ownership reports (i.e., number of acquisitions across specific landowner, general queries for internal tracking and historical information). Access to reports is limited to BPA employees only.

- 10) What opportunities do individuals have to decline to provide information (e.g., where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?

None.

E. Maintenance and Administrative Controls:

- 1) If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?

No, the system is not operated in more than one site.

- 2) What are the retention periods of data in the system?

Data in the system consists of land records and include land acquisition for transmission line facilities, original legal conveyance instruments, title policies, General Counsel's final opinion, appraisals, and related data. The records are designated "Active" as long as the land is in the possession of BPA. Because of the volume of land owned by BPA, these records are reviewed every ten years. At that time, if a particular piece of land is removed from inventory or is no longer maintained by BPA, the record is pulled from the active list of land. Once the land is removed from inventory or is no longer maintained by BPA, the record is disposed of by BPA. These procedures are in accordance with BPA's records management schedules.

- 3) What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?

Data is retained while active. Reports are kept as long as needed, then destroyed. The procedures are documented on-line and in manuals kept in Real Property Services. These procedures are in accordance with BPA's records management schedules.

- 4) Is the system using technologies in ways that DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?

No

- 5) How does the use of this technology affect public/employee privacy?
N/A

- 5) Will this system provide the capability to identify, locate, and monitor individuals?

No

- 7) What kinds of information are collected as a function of the monitoring of individuals?

N/A

- 8) What controls will be used to prevent unauthorized monitoring?

N/A the system dos not have the capability to monitor individuals.

- 9) Under which Privacy Act system of records notice does the system operate?

DOE-24 "Land Records System"

- 10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision?

N/A

F. Access to Data:

- 1) Who will have access to the data in the system?

Only BPA employees with a need to know have access to the data.

- 2) How is access to the data by a user determined?

Access to the data is role based by job function/responsibility.

- 3) Will users have access to all data on the system or will the user's access be restricted?

Access may be restricted to view only based on job function and responsibility.

- 4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

Access to the information is authorized and approved by the system owner (Real Property Support Services) who is responsible for ensuring that all users are authorized at the appropriate level of access to information based on their job duties.

- 5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses included in their contracts and other regulatory measures addressed?

No, contractors are not involved with the design or development of the system.

- 6) Do other systems share data or have access to the data in the system? If yes, explain.

No other systems share this data.

- 7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?

BPA Realty Officer – TER

- 8) Will other agencies share data or have access to the data in this system?

No.

- 9) How will the data be used by the other agency?

N/A

10) Who is responsible for assuring proper use of the data?

Ellen Camp, Lead Realty Specialist, and Marian Wolcott, Realty Officer

The Following Officials Have Approved this Document

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