

Department of Energy
Evaluation of Privacy Impacts for DOE Employee Data Repository
Privacy Impact Assessment (PIA)

Name of Project: DOE Jobs Online
Bureau: Department of Energy (DOE)
Project's Unique ID: N/A
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A. CONTACT INFORMATION:

1) Who is the person completing this document?

Phil Knopp, U.S. Department of Energy, CF-40, 19901 Germantown Road,
Germantown, MD 20874, (301) 903-0364, Phil.Knopp@hq.doe.gov

2) Who is the system owner?

Al Corbett, System Owner, Office of Human Capital Management Innovation and
Solutions, U.S. Department of Energy, HR-25, 1000 Independence Avenue, SW,
Washington, DC 20585, (202) 586-9566, Algernon.corbett@hq.doe.gov

3) Who is the system manager for this system or application?

Eunice Swinson, System Administrator, Office of Human Capital Management
Innovation and Solutions, U.S. Department of Energy, HR-25, 1000
Independence Avenue, SW, Washington, DC 20585, (202) 586-2692,
Eunice.swinson@hq.doe.gov

4) Who is the IT Security Manager who reviewed this document?

Phil Knopp, U.S. Department of Energy, CF-40, 19901 Germantown Road,
Germantown, MD 20874, (301) 903-0364, Phil.Knopp@hq.doe.gov

**5) Who is the Bureau/Office Privacy Act Officer who reviewed this
document?**

Abel Lopez, Director, Freedom of Information Act and Privacy Act Group, U.S.
Department of Energy, 1000 Independence Avenue, SW, Washington, DC
20585, (202) 586-5955; abel.lopez@hq.doe.gov

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes

a. Is this information identifiable to the individual¹?

Yes

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

Yes

c. Is the information about employees?

Yes, the system contains information about DOE federal employees and members of the general public who are interested in applying for DOE job vacancies.

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

DOE Jobs ONLINE is an internet/intranet based job application system. This system houses personnel information for internal and external candidates. The objective of DOE Job ONLINE is to provide the general public and DOE employees with access to vacancy announcements at DOE for public external vacancies as well as merit promotion positions.

DOE Jobs ONLINE is a centralized system, with the database and applications software residing at a single location. The system also supports two primary applications. The first of these is the DOE Jobs ONLINE Web Site. This site provides the user community and the general public with information on Open Vacancy announcements. The second is the QuickHire application, which is used to manage the adjudication and creation of promotion lists.

The DOE Jobs Online Web Site is accessible to anyone via the internet by using a standard commercially available web browser. Access to the QuickHire application is accessible to authorized Office of Human Resources (HR) staff at DOE via the internet using a standard commercially available web browser and a Citrix 128 bit RSA encrypted client.

¹ "Identifiable Form" – According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptor).

C. DATA IN THE SYSTEM:**1) What categories of individuals are covered in the system?**

The categories of individuals include federal employees and members of the general public.

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?**

The source of information is the individual.

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

None.

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

None.

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

None.

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

Full name, address, telephone number, citizenship, date of birth, social security number, e-mail address, user defined password for access to the system, military service and veteran preference.

3) Accuracy, Timeliness, and Reliability**a. How will data collected from sources other than DOE records be verified for accuracy?**

DOE Jobs Online does not verify the accuracy or completeness of the DOE federal or contractor employee data. The accuracy, completeness, and currency of the applicant data in the system is the responsibility of the applicant. The system provides a secure mechanism for applicants to view and update their data in the system.

b. How will data be checked for completeness?

DOE Jobs Online does not verify the accuracy or completeness of the DOE federal or contractor employee data. The accuracy, completeness, and currency of the applicant data in the system is the responsibility of the applicant.

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

The system provides a secure mechanism for applicants to view and update their data in the system.

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

Yes, data elements are described in QuickHire Users Manual.

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?

All data in the system is relevant and necessary for DOE to perform its required responsibilities for recruiting and hiring qualified employees for DOE job vacancies.

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?**

N/A.

- 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.**

Data may be retrieved by last name, first name, social security number, and vacancy announcement.

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

The system allows authorized HR staff at DOE to query and produce reports on individuals or groups of individuals. Reports may be produced to contain information relating to an applicant's qualifications and work experience. These reports will be used only to conduct required reviews of the applicant's qualifications and work experience.

- 10) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)**

During the new user registration process the applicant may choose to enter personal information in the online application. In order to be a registered user of the system and apply for jobs electronically through the system, the applicant must enter all required personal information. The new user registration web page contains a link to a Privacy Act statement concerning the data collected for individuals.

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?**

The system and data are maintained at a single site; however, DOE employees from across the Department who are responsible for the management and

operation of the system may access the system via the internet. These employees are trained to ensure the consistent use of this system across the DOE complex.

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

Data in the system is retained indefinitely.

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?

No.

4) Is the system using technologies in ways that the 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.

6) Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.

Yes, the purpose of this system is to allow current federal employees and members of the public to electronically apply for DOE job vacancies. In order to select and hire a qualified applicant to fill a job vacancy, the applicant is notified. The system is not used to monitor individuals.

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

For security purposes system audit logs are maintained to record system activity and user activity. The information collected and stored includes the following: the Internet Protocol (IP) address of the domain from which the user accesses the Internet (i.e. 123.456.789.012) whether the users individually or provided as a proxy by the users Internet Service Provider (ISP); the date and time the user accesses our site; the pages the user peruses (recorded by the text and graphics files that compose that page); and the Internet address of the Website from which the user linked directly to the site. DOE uses this information to count the number and types of visitors who use the site, how the pages and links are used and, ultimately, to help DOE make their site more useful to users. This information is not shared with anyone beyond the system support staff, except when required by a law enforcement investigation, and is used only as a source of anonymous statistical information.

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

DOE Jobs Online established policies and procedures for controlling and monitoring access to the system. These are defined in "Cyber Security Program Plan" for DOE Job Online, October 30, 2000.

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

The system operates under the Office of Personnel Management's (OPM) government-wide Privacy Act system of records OPM-GOVT 5 "Recruiting, Examining and Placement Records."

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

N/A. System of records is not being modified.

F. Access to Data:

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

Authorized DOE federal personnel will have access to view specific data in the system based on their role and responsibility. System Administrators and help desk staff will have access to all data in the system in order to operate and maintain the system.

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

System access control lists are established to control access to data in the system to meet the required role and responsibility of the individual. The process is documented in the "Cyber Security Program Plan" for DOE Jobs Online, October 30, 2000.

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

Registered applicants access will be restricted to viewing and modifying only their individual data. Base on role and responsibility, DOE managers are provided access to applicant data in order to evaluate and select qualified candidates for DOE vacancies. System Administrators and help desk staff have access to all data in the system in order to maintain the system and assist users with issues and problems.

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

Technical and administrative controls are in place to prevent the misuse of data by individuals with access. The technical controls include restricted access via user-id and password based on user responsibility and job function. These access controls are defined in the system cyber security program plan. All system team members (Federal and contractor) are required to take the DOE standard cyber security certification course as a necessary prerequisite for the system access. Rules of behavior and consequences for violating the rules are displayed to the user each time the user logs onto the system. Administrative controls include separation of duties so individuals only have access to appropriate pieces of personal information, and use of system audit logs to monitor access and user activity in the system.

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 inserted in their contracts and other regulatory measures addressed?

Yes, contractors are involved in the design and development and are involved in the maintenance of the system. Personal information from DOE Jobs Online may be disclosed to these contractors and their officers and employees in performance of their contracts. Individuals provided this type of information are subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.

Pertinent contract language states that data covered by the Privacy Act may be disclosed to contractors and their officers and employees. Any information that is obtained or viewed shall be on a need to know basis. Contractors are required to safeguard all information that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the DOE. The contractor shall ensure that all DOE documents and software are processed, and the information contained therein, are protected from unauthorized use and mishandling by personnel.

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

No.

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

N/A.

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?

Al Corbett, System Owner, Office of Human Capital Management Innovation and Solutions, U.S. Department of Energy, HR-25, 1000 Independence Avenue, SW, Washington, DC 20585, (202) 586-9566, Algernon.corbett@hq.doe.gov

The Following Officials Have Approved this Document

1) System Manager

Al Corbett (Signature) 3.12.07 (Date)
Name: Al Corbett

Title: Director, IT Project Management

2) Privacy Act Officer

Abel Lopez (Signature) 3/21/07 (Date)
Name: Abel Lopez

Title: Privacy Act Officer

3) Senior Official for Privacy Policy

Ingrid Kolb (Signature) 3-26-07 (Date)
Name: Ingrid A.C. Kolb

Title: Senior Official for Privacy Policy
