

Department of Energy

Privacy Impact Assessment (PIA)

Name of Project: RL-2007/Occupational Medicine Contract–AdvanceMed Hanford (AMH)

Bureau: Department of Energy (DOE)

Project's Unique ID: Health Services Scheduling (HSS) as part of Exhibit 53

Identification number: 019-10-01-05-02-0004-00-404-138 (RL OMC Non-Major Mission Support IT Investments)

Date: August 28, 2007

A. CONTACT INFORMATION:

1) Who is the person completing this document?

**Barbara Caldwell
CIO/IT Team Leader
AdvanceMed Hanford
1979 Snyder MSIN G3-70
Richland, Wa. 99354**

2) Who is the system owner?

**Jose (Joe) R. Franco
Assistant Manager for River Corridor
U.S. Department of Energy, Richland Operations Office (RL)
P.O. Box 550 MSIN L4-80
Richland, Wa. 99352**

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

**Dana Kranz
Chief Information Officer
RL
P.O. Box 500 MSIN A2-15
Richland, Wa. 99352**

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

**Harry Bell
Information System Security Manager (ISSM)
RL
P.O. Box 550 MSIN A6-35
Richland, Wa. 99352**

5) Who is the Privacy Act Officer who reviewed this document?

**Dorothy Riehle
Privacy Officer
RL
P.O. Box 550 MSIN A7-75**

**Richland, Wa. 99352
Abel Lopez, Director
FOIA/Privacy Act Group
U.S. Department of Energy
1000 Independence Avenue, SW
Washington, DC 20585
202-586-5958**

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes

Is this information identifiable to the individual¹?

Yes

Is the information about individual members of the public?

Yes

Is the information about DOE or contractor employees?

Yes

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

The HSS application is used by AMH to schedule and track medical appointments for Hanford workers.

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

Atomic Energy Act of 1954 (42 U.S.C. 2051a), section 31a; Economic Act of 1932, as amended (31 U.S.C. 1535); 42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401 *et seq.*; and DOE Order 440.1A.

C. DATA in the SYSTEM:

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

Present and former DOE employees and present and former DOE contractor employees.

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 data is from Contractor Human Resources Department, Interface from the Site PeopleCORE database, and the individual.
- b. **What Federal agencies are providing data for use in the system?**
RL
- 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?** Name, address, social security number, date of birth, and work location information.

3) Accuracy, Timeliness, and Reliability

- a. **How will data collected from sources other than DOE records be verified for accuracy?**
The individuals review for accuracy.
- b. **How will data be checked for completeness?**
The individuals review for completeness.
- c. **Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date?**
Yes. Daily files are received from a site wide system containing HR data that is used to update the HSS system. This assures AMH that the data is not out of date and current. The individual reviews for accuracy and completeness.
- d. **Are the data elements described in detail and documented?**
Yes. The data elements are described in the data schema.

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?

N/A

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

N/A

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, by name of the individual and their social security number or Hanford identification number.

9) What kinds of reports can be produced on individuals?

Reports may be generated to enable AMH staff to track appointment scheduling.

What will be the use of these reports?

Reports will be used to track appointment scheduling (past and future)

Who will have access to them?

Only authorized personnel have access to the reports.

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. Information is required.

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?**

N/A

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

Records retention and disposal authorities are contained in the National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.

- 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?**

Procedures are documented in the Records Schedule and established in accordance with NARA General Records Schedule.

- 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

- 6) **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

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

DOE-33, Personnel Medical Records

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

No

F. Access to Data:

- 1) **Who will have access to the data in the system?**
Access is controlled by contractor level security. Only authorized personnel who have a need-to-know and are approved by management.
- 2) **How is access to the data by a user determined?**
Access is governed by a need-to-know basis .
- 3) **Will users have access to all data on the system or will the user's access be restricted?**
Access is limited by Menu restrictions and Menu item restrictions.
- 4) **What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?**
Policies and procedures are in place. Requests for access to data requires approval from management and system administrator.
- 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?**
Yes. 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 RL. The contractor shall ensure that all RL documents and software processed, and the information contained therein, are protect for unauthorized used and mishandling by assigned personnel.
- 6) **Do other systems share data or have access to the data in the system? If yes, explain.**
Yes, HSS is integrated with three other AMH systems. Details of these interfaces are documented in the Specification document.
For non-AMH interfaces, documented interface agreements are in place as to how the data can be used.
- 7) **Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

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RL
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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?

N/A

The Following Officials Have Approved this Document

1. System Manager

Harry E. Bell (Signature) 8/28/07 (Date)
for Name: Dana Kranz
Title: RL Chief Information Officer

2. Privacy Act Officer (Field Office)

Dorothy Riehl (Signature) 8/28/07 (Date)
Name:
Title: Dorothy Riehl, RL and PA Officer

3. Privacy Act Officer (Headquarters)

Abel Lopez (Signature) 9/6/07 (Date)
Name: Abel Lopez

Title: Director, FOIA and Privacy Act Group

4. Senior Official for Privacy Policy

Ingrid A.C. Kolb (Signature) 9-7-07 (Date)
Name: Ingrid A.C. Kolb

Title: Director, Office of Management