Section I

Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: Cyborg Reporting Solution
Bureau: Department of Energy
Project's Unique ID: TRS
Date: August 6, 2008

A. CONTACT INFORMATION:

1) Who is the person completing this document?
Name: Deborah Freeney
Title: Senior Database Specialist
Organization: Software Control International
Address: P.O Box 4699, Building 1007, MS 7022
Oak Ridge, TN. 37831-7022

2) Who is the system owner?
Name: William Boucher
Title: Chief Financial Officer
Organization: Bechtel Jacobs Company LLC
Address: P.O Box 4699, Building 1007, MS 7052
Oak Ridge, TN. 37831-7052

3) Who is the system manager for this system or application?
Name: David D. Newton
Title: Applications Manager
Organization: Bechtel Jacobs Company LLC
Address: P.O Box 4699, Building 1007, MS 7022
Oak Ridge, TN. 37831-7022

4) Who is the IT Security Manager who reviewed this document?
Name: David Rose
Title: Cyber Security & Compliance Manager
Organization: Bechtel Jacobs Company LLC
Address: P.O Box 4699, Building 1007, MS 7022
Oak Ridge, TN. 37831-7022

5) Who is the Privacy Act Officer who reviewed this document?
Name: Amy Rothrock
Title: Privacy Act Officer
Organization: Department of Energy/Oak Ridge Operations
Address: 200 Administration Rd.
Oak Ridge, TN. 37830

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? Yes

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

The TRS application is a Cyborg delivered product that uses Cyborg ST Oracle Payroll, Human Resources, and Benefits data. The data is transferred from the Cyborg application to a datamart where Impromptu is used to provide customer access and ad hoc reporting.

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

Department of Energy

C. DATA in the SYSTEM:

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

Contractor and former contractor (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?

All data residing with the Cyborg Reporting Solution application is taken from the Cyborg application. Some of the Cyborg data comes directly from individuals and some information comes from other applications within the boundary.

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

c. What information will be collected from the individual and the public?
All data residing with the Cyborg Reporting Solution application is taken from the Cyborg application.
The Cyborg application collects (from employees) the following:
Social Security Number
Date of Birth
Bank Account Numbers

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOE records be verified for accuracy?
All data residing in Cyborg Reporting Solution is taken from the Cyborg application.

b. How will data be checked for completeness?
All data residing in Cyborg Reporting Solution application is taken from the Cyborg application

c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date?
All data residing in Cyborg Reporting Solution application is taken from the Cyborg application.

d. Are the data elements described in detail and documented?
Yes, a file documenting the name of the corresponding data elements in the Cyborg Reporting Solution application to the Cyborg data elements exists.

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.
Online retrieval.
Yes.
Social Security Number, date of birth, and bank account numbers can used to retrieve information.

9) What kinds of reports can be produced on individuals?
Cyborg Reporting Solutions application is used to generate ad-hoc reports. Numerous business-related ad-hoc reports can be generated and made available with information about individuals (employees and subcontractors).

What will be the use of these reports?
Reports are used for the business of the BJC by the CFO, HR and Benefits Planning organizations.

Who will have access to them?
Reports are available to functional staff within CFO, HR and Benefits Planning organizations as needed to perform their job.

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. Individual's data is not input directly into the Cyborg Reporting Solutions application. This is a data repository only. All data residing in Cyborg Reporting Solution application is taken from the Cyborg application.

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 applications do not cross Accreditation Boundaries.

2) **What are the retention periods of data in the system?**
BJC will retain data until close of contract.

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?**
Disposition of the data for the BJC D&D Contract will occur at the end of the contract. At that time, data will be turned over to DOE or designated Contractor. Data will be archived or deleted at the end of the contract based on DOE guidelines for retaining records.

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?**
No monitoring is possible outside of normal applications usage.

9) **Under which Privacy Act system of records notice does the system operate?** N/A

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?**
Application users (CFO/HR/Benefits Administration), application developers, database administrators have access to the data in the system.

2) **How is access to the data by a user determined?**
Access to data is approved by the application owners and granted by the application administrator on a need-to-know basis.

3) **Will users have access to all data on the system or will the user's access be restricted?**
Users access to Cyborg Reporting Solution application data is valid as follows:
Application Validation:

N/A. Application validation is verified via database validation when requesting access to data.

Database Validation:
Cyborg Reporting Solutions application users must have an Oracle database account and Oracle role.

Data Access Validation:
Cyborg Reporting Solution's security features allow the administrator to permit or restrict access to information by folder or fields within folders. User access is controlled by the system administrators by granting roles to individuals. Roles are restricted to see only the functionality/data required by that role.

4) **What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?**
Application owners enforce separation of responsibilities to only allow access to functionality/data necessary to perform job functions.

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, DOE Privacy Act clauses are included.

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?**
Any applications that process Privacy Act data are classified as "Protected" by the BJC Cyber Security Manager. Those applications then document and test the controls necessary to protect the interfaces/data.

8) **Will other agencies share data or have access to the data in this system?**
N/A.

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.

PIA Approval Signatures

Original copy signed and on file with the DOE Privacy Office.