

**Department of Energy**  
**Privacy Impact Assessment (PIA)**

**Name of Project:** DOE Jobs Online (Hiring Management)

**Bureau:** Department of Energy

**Project Unique ID:** N/A

**Date:** November 24, 2008

**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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**3. Who is the system manager for this system or application?**

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

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

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**B. SYSTEM APPLICATION/GENERAL INFORMATION**

**1. Does this system contain any information about individuals?**

Yes, the system contains information on individuals who are interested in applying for jobs through the DOE's Hiring Management system.

**a. Is this information identifiable to the individual? <sup>1</sup>**

Yes.

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

Yes, the system contains information on the general public who are interested in applying for jobs through the DOE's Hiring Management system.

**c. Is the information about DOE or contractor employees?**

Yes, the system contains information on federal employees and members of the general public who are interested in applying for jobs through the DOE's Hiring Management system.

**2. What is the purpose of the system/application?**

Hiring Management is a recruitment system which allows users the ability to post and manage vacancies, it displays vacancies to potential customers via the Internet, collects and processes employment application and applicant personal data, and ranks applicants based on such data.

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

Department of Energy Authorization Act, Title 42, United States Code (U.S.C), Section 7101 et. seq., 50 U.S.C. 2401 et. seq.; Freedom of Information Act, 5 U.S.C. 552; and Privacy Act, 5 U.S.C. 552a.

**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?**

Directly from the individual

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

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<sup>1</sup> "Identifiable Form" - According to the OMB Memo M-02-22, 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 or 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).

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?**

Applicants enter application information on the OPM's USAjobs website such as name, address, telephone number, citizenship, date of birth, email address, and other personal information before applying to DOE job. Applicant's data is then redirected to DOE's Hiring Management system for HR review.

**3. Accuracy, Timeliness, and Reliability**

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

HR users will use Hiring Management system to verify applicant's record in determining the best qualify candidates based on OPM's guidelines and procedures.

- b. How will data be checked for completeness?**

The submission of complete data is a requirement for all open vacancy applications. Applicants must submit all required documentation as instructed in the vacancy announcement prior to closing date of the announcement. HR users will only validate and accept records from those that provide complete data.

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

The system provides a secure mechanism for applicants to view and update their data an unlimited time prior to the closing date of the announcement.

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

Yes, the data elements are described in the vacancy announcement for applicants to apply. HR offices using OPM's guides and procedures along with the Hiring Management system to document vacancy information in their case files.

**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/the 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 are being consolidated, what controls are in place to protect the data from unauthorized access or use?**

Data is not being consolidated in this system.

7. **If processes are being consolidated, do the proper controls remain 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.**

HR users can retrieve data by conducting a search by an applicant's last name, first name, 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 DOE HR staff the ability to query and produce reports on individuals or groups of individuals. Reports may be produced to contain information relating to an applicants 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 (e.g., where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?**

During the new user registration process an 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.

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?**

HR office can only gain access to the Hiring Management site from a Department of Energy location in which a valid DOE's IP was previously added in MGS's firewall. HR users connect to Hiring Management via web SSLv3 connection and enter appropriate user ID/password.

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?**

N/A

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?**

Yes, the purpose of this system is to allow current federal employees and members of the public to electronically apply for DOE job vacancies. This system is not used to monitor individuals other than applicants to vacancies. The HR user must be able to locate applicants occasionally as a requirement of the hiring process.

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. This information is NOT shared with anyone beyond the system support staff, except when required by Law Enforcement investigation, and is used only as a source of anonymous statistical information.

**8. What controls will be used to prevent unauthorized monitoring?**

Hiring Management uses a software system to monitors and audits the network for spyware, malicious attacks, denial of service, bad packets and syn floods.

**9. Under which PA system of records notice does the system operate?**

The system operates under the OPM's government-wide Privacy Act systems of records OPM-GOVT 5 "Recruiting, Examining and Placement Records"

**10. If the system is being modified, will the PA system of records notice require amendment or revision?**

N/A. System is not being modified.

**F. ACCESS TO DATA**

**1. Who will have access to the data in the system?**

Registered applicants will have access to view and change their own personal data stored in the system.

Authorized DOE federal personnel will have access to view specific data in the system based on their role and responsibility. The vendor 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?**

Applicant's can view or register their information on the USAjobs website before applying to a job. A registered applicant would need to enter in their user ID/password on the USAJobs before applying to a DOE job. Applicants can view a job without registering.

An HR user must complete a user ID Form and accept the rules of behavior. After approval of the ID Form, the HR user will obtain access to the system from a DOE location.

**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.

Access to Hiring Management is based on permissions assigned on the Approval Form. 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 security 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 PA contract clauses included in their contracts and other regulatory measures addressed?**

Yes, contractors were involved in the design and development and are involved in the maintenance of the system. Personal information from DOE Jobs Online (Hiring Management) 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.

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 processed, and the information contained therein, are protected from unauthorized use and mishandling by assigned 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?**

Monster Government Solutions/OPM

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?**

System Owners:

Rob Briede, Office of Corporate Information Systems, (CF-40) from the technical perspective and the Data Owner: Algernon Corbett, Office of Enterprise Workforce Information Management (HC-25) from the data perspective.



**PIA Approval Signatures**

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