

Department of Energy
Privacy Impact Assessment

Name of Project: Energy Employees Occupational Illness Compensation Program Act (EEOICPA) Tracking System
Savannah River Site (SRS) Site Applications Accreditation Boundary
Bureau: Department of Energy – Savannah River Operations Office
Project's Unique ID: UPI Code: 019-10-01-15-01-1057-00
Date: August 12, 2008

A. CONTACT INFORMATION:

1) Who are the person(s) completing this document?

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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 individual¹? 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 purpose of the system is to collect and maintain records needed by the Savannah River Site (SRS) to assist individuals with filing EEOICPA claims for conditions that may be due to exposures during employment by or for DOE. The dates that the Savannah River Site received requests for records from DOE, Department of Labor (DOL) or National Institute of Occupational Safety and Health (NIOSH) and the dates the records were transmitted to the requesting agency are recorded in the EEOICPA database. In addition, the information contained in EEOICPA is used and maintained by the Department to conduct epidemiological and other health studies, surveys and surveillances, conducted by the Department and the Department of Health and Human Services performing studies for the Department, their contractors, grantees, and collaborating researchers.

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

Department of Energy Organization Act of 1977 (42 U.S.C. 7101 *et seq.*); Export Administrative Act of 1979 (50 U.S.C. 2401 *et seq.*); The Energy Employees Occupational Illness Compensation Program Act of 2000, Pub. L. 106-398; 42 U.S.C. 7151 and 7297; and 42 U.S.C. 2201(c), 2201(I)(3), 5813 and 5817.

C. DATA IN THE SYSTEM:

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

The categories of individuals covered by this system are individuals seeking assistance in obtaining compensation for an illness related to exposures during employment by or for DOE. In addition, EEOICPA collects data about individuals who were included in any authorized epidemiologic and other health study, survey, or surveillance. Such persons include current and former employees of the Department, its predecessor agencies, and their contractors and subcontractors, as well as other individuals included in health studies, surveys, and surveillances pertaining to any potential health hazard (including electromagnetic fields) associated with energy production, transmission, or use.

¹ "Identifiable Form" – According to the OMB Memo M-02-22, this means information in an IT system or online collections: (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 descriptors).

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

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

The system collects data from various sources. It collects information from medical records, personnel security records, exposure records, safety records, incident reports, and employment records. It also collects information provided by individual or family member to whom it pertains. Examples include, but are not limited to, questionnaires, demographic information, work history, medical and reproductive history, birth data, radiation and other exposure history, laboratory test results, data from prior studies, surveys, and surveillances, alcohol and tobacco use history, and illness absence information. Information may be extracted as necessary from personnel files and lists, training files, medical records, legal case files, bioassay records, industrial hygiene files, and related sources.

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

The system collects information from the DOE, DOL and NIOSH.

- 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?**

The system collects name, social security number, home address and phone number, date of birth, dates and places of employment, and study/surveillance-assigned control number.

3) Accuracy, Timeliness, and Reliability

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

The system collects data directly from the individual or family member to whom it pertains. Therefore, the data collected is determined it is accurate at the time it was provided.

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

The data in the system is manually and electronically review for completeness. Therefore, the data collected is determined it is complete at the time it was provided.

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

The system collects data directly from the individual or family member to whom it pertains. Therefore, the data collected is determined it is current at the time it was provided.

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

The data dictionary describes and documents the data elements.

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. The use of the data is relevant and necessary to administer the EEOICPA program and assist individuals with filing EEOICPA claims for health conditions that may be related to exposures during employment by or for DOE.

- 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. The system can retrieve data by using social security number in conjunction with the name of the individual and location of employment.

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

There are no reports produced on individuals. The reports generated provide the status of the claim.

- 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)?**

The individual provides the information voluntarily.

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 is licensed by and operated for DOE-SR.

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

Retention periods are in accordance with applicable DOE and National Archives Records Administration (NARA) record schedules. Additional information can be obtained at <http://cio.energy.gov/records-management/adminrs.htm>.

- 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?**

Retention periods are in accordance with applicable DOE and National Archives Records Administration (NARA) record schedules. Additional information can be obtained at <http://cio.energy.gov/records-management/adminrs.htm>.

- 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?**

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-10 Energy Employees Occupational Illness Compensation Program Act Files
DOE-88 Epidemiologic and Other Health Studies, Surveys and Surveillances

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 limited to those whose job responsibility and function require access to records in this system. User-name and password are required to access data. Furthermore, the appropriate local, state or federal agencies will use certain records maintained in EEOICPA to ensure Departmental compliance with other regulatory requirements. Access to or use of the information provided will be limited to authorized individuals for required management and reporting.

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

The system owner determines who has access. Access to data is on a need-to-know basis in accordance with the job roles and responsibilities of individuals.

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

User's access will be restricted based on the need for access to data.

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 administrative controls include annual training emphasizing that it is the individual's responsibility to protect data that they have access to, and that misuse of that data will not be tolerated. Technical control is achieved via roles within the application.

- 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?**

Contractors are involved in the configuration and implementation and maintenance of the system. Personal information may be disclosed to these contractors and their officers and employees in performance of their contracts. Those individuals provided this type of information is 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 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 other systems share data or have access to the data in the system.

- 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?**

N/A

PIA Approval Signatures

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