

**DEPARTMENT OF ENERGY**  
**PRIVACY IMPACT ASSESSMENT (PIA)**

**Name of Project:** General Support System (GSS) – Land Record System  
**Bureau:** Southwestern Power Administration (SWPA)  
**Project Unique ID:** 019-60-02-00-01-5000-04  
**Date:** February 28, 2008

**A. CONTACT INFORMATION**

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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 individual? <sup>1</sup>**

Yes.

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

Yes.

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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).

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

No.

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

SWPA's Land database is used to track and manage land rights information resulting from property right acquisitions, licenses, transfers, exchanges, permits, out grants (where SWPA is giving rights to Fee/Easement property use for a specific purpose, i.e. trees, utilities, etc.), encroachments and disposals in support of construction and maintenance programs, right-of-way tracking for transmission line vegetation management and line maintenance.

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

Section 5 of the Flood Control Act authorizes Southwestern Power Administration (Southwestern) to construct or acquire by purchase or other agreement, only such transmission lines and related facilities as may be necessary. . ." Southwestern purchases and has purchased transmission line and access road easements, communications and electrical substation sites and related facilities to meet its mission.

**C. DATA IN THE SYSTEM**

**1. What categories of individuals are covered in the system?**

The individuals covered in this system are landowners and tenants on Southwestern's right-of-way where SWPA has acquired or given interests in land or permits.

**2. What are the sources of information in the system?**

Southwestern maintains information received from County records (courthouse records, tax records, public records) and information obtained from individual landowners and tenants.

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

Southwestern receives data from the individual landowners and tenants and County records (courthouse records, tax records, public records).

**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?**

County Records.

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

Southwestern contractors, abstract offices, realty offices, assessors offices, etc.

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

Land Owner: Full Name, Home Address, Home Phone number, Land Property Ownership, and Other Public Information.

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

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

Verification of data is made by Southwestern employees personally contacting landowners, tenants, title companies, and assessor offices.

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

Completeness of data is verified by Southwestern employees personally contacting landowner and tenants.

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

Not all data is current. Data is updated as information is gathered. Data entry is completed with date of data entry.

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

Yes. Self documenting database.

**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/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?**

The data is not consolidated.

- 7. If processes are consolidated, do the proper controls remain in place to protect the data and prevent unauthorized access?**

The processes are not 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 will be retrieved by searching Southwestern's land system. Identifiers used to retrieve data are tract numbers, legal descriptions or landowner's full name.

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

Only land related reports regarding Southwestern's transmission line via right-of-way easements will be produced by this system. The reports will cover encroachments of Southwestern's right-of-way. Only Southwestern employees will have access to these 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)?**

The information is submitted voluntarily by the landowner.

**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 maintained at one site.

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

Data in the system consists of material relating to the crossing and permit files for SWPA's rights of way such as crossing highways, railroads, drainage ditches, public utilities, oil and gas lines, and other passages by SWPA transmission lines. This includes official copy of application, numbered contract or memorandum permit, related correspondence, maps, profile drawings, etc. The records are designated "active" as long as the land is in the possession of SWPA. These procedures are in accordance with SWPA's records management schedules.

- 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?**

Data is retained while active. Records are kept as long as needed, then destroyed in accordance with SWPA's records management schedules. The procedures are documented on-line and in manuals kept in Real Property Services. These procedures are in accordance with SWPA's records management schedules.

- 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 PA system of records notice does the system operate?**

DOE-24 "Land Records System."

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

No.

**F. ACCESS TO DATA**

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

Southwestern employees responsible for right-of-way issues who have a need to know have access to the data.

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

Access to data is role based by job function/responsibility.

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

Access may be restricted to view only based on job function and responsibility.

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

Access to the information is authorized and approved by the system owner who is responsible for ensuring that all users are authorized at the appropriate level of access to information based on their job duties.

**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?**

Contractors were involved in the design or development and maintenance of the system.

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 Department of Energy Southwestern Power Administration (Southwestern). The contractor shall ensure that all Southwestern 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?**

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



## SIGNATURE PAGE

Signature

Date

**PIA Approval  
Signatures**

**Original Copy Signed and On File  
with the DOE Privacy Office**