

Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: Golden Field Office LAN Environment –
Hiring Management for application system
Bureau: Department of Energy – Golden Field Office
Project Unique ID: Not Applicable
Date:

A. CONTACT INFORMATION

1. **Who is the person completing this document?**
Jacquie Wren, Human Resources Specialist
2. **Who is the system owner?**
Office of Human Capital - HQ
3. **Who is the system manager for this system or application?**
Office of Human Capital - HQ
4. **Who is the IT Security Manager who reviewed this document?**
Tim Porter, Information Systems Security Officer (ISSO)
5. **Who is the Privacy Act Officer who reviewed this document?**
Anna Martinez-Barnish, Public Affairs Specialist & FOIA/PA Officer

B. SYSTEM APPLICATION/GENERAL INFORMATION

1. **Does this system contain any information about individuals?** Yes
 - a. **Is this information identifiable to the individual?**¹ 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?**
Electronic storage of resumes
3. **What legal authority authorizes the purchase or development of this system/application?**
Office of Personnel Management (OPM), 5CFR

¹ "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. DATA IN THE SYSTEM

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

All applicants for federal positions

2. What are the sources of information in the system? Applicants for federal positions

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

Individual

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

N/A

c. What tribal, state, and local agencies are providing data for use in the system?

N/A

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

N/A

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

Applicant's resumes which contain personal information

3. Accuracy, Timeliness, and Reliability

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

Background checks on federal applicants that are potential selectees

b. How will data be checked for completeness?

N/A

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 What steps or procedures are taken to ensure the data are current and not out-of-date?

N/A

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

Yes

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?

Yes

3. Will the new data be placed in the individual's record?

Yes

4. **Can the system make determinations about employees/the public that would not be possible without the new data?**
No
5. **How will the new data be verified for relevance and accuracy?**
Yes
6. **If the data are being consolidated, what controls are in place to protect the data from unauthorized access or use?**
Authorized personnel with need to know & password protected
7. **If processes are being consolidated, do the proper controls remain in place to protect the data and prevent unauthorized access?**
Yes
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.**
Vacancy Announcement number. By 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?**
Applicants list – determine qualified applicants to selecting officials. Authorized personnel with need to know.
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)?**
Do not apply

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?**
N/A
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)?**
N/A
5. **How does the use of this technology affect public/employee privacy?**
Information pertains to applicants and can be accessed by authorized personnel with need to know.
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?**
Authorized personnel with need to know and password protected
9. **Under which PA system of records notice does the system operate?**
N/A
10. **If the system is being modified, will the PA 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?**
Authorized personnel with need to know
2. **How is access to the data by a user determined?**
Authorized Personnel with need to know
3. **Will users have access to all data on the system or will the user's access be restricted?**
Restricted
4. **What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?**
Disciplinary warnings for authorized user only and password protected
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?**
N/A
6. **Do other systems share data or have access to the data in the system? If yes, explain.**
N/A
7. **Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**
Office of Human Capital, HQ
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?**
Office of Human Capital, HQ

The following officials have approved this document

PIA Approval Signatures

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