



Office of
Science
Argonne National Laboratory

Chicago Office



Manager's Signature Log Privacy Impact Assessment

**Office of Science-Chicago Office
Argonne, IL**

August 24, 2006



DOCUMENTATION CHANGE CONTROL

Changes to this document are subject to documentation and versioning in the following page(s). Significant changes to the documents are noted with a full number increase in the version. Minor changes are noted with a dot release number to the right of the full version.

- 1) Revision Date: March 12, 2007
 Author: Miguelito Domingo
 Section(s): Approval Page
 Page Number(s): 11
 Summary of Changes: Added a signature line for the SC-HQ Privacy Officer.

- 2) Revision Date: April 18, 2007
 Author: Miguelito Domingo
 Section(s): Cover and Approval Page
 Page Number(s): 1, 12
 Summary of Changes: Removed For Official Use Only on the cover, header, and footer page. Added signature lines for the Privacy Act Officer (Headquarters) and Senior Agency Official for Privacy.

- 3) Revision Date: July 30, 2007
 Author: Miriam Legan
 Section(s): A.5; B.1 and 3; C.1, 2, and 3; D.2, 3, 4, 5, 6, 7, 8, 9, and 10;
 E.1, 2, 3, 5, 7, 8, 9, and 10; F.1, 2, 3, 4, 5, 6, 7, 9, and 10
 Page Number(s): 3 through 10
 Summary of Changes: Names and contact information of Field and Headquarters Privacy Act Officers were added to A.5. Answers in all above-referenced sections were revised or supplemented to reflect Privacy Act review and assessment.

Document Owner: OM
Last Updated: 07-30-2007
Version: 1.0

Name of Project: Office of Science-Chicago Office (SC-CH)
Bureau: Department of Energy (DOE)
Project's Unique ID: Manager's Signature Log
Date: 08-2-07

A.

B. CONTACT INFORMATION:

1) Who is the person completing this document?

Kimberly Simpson
DOE SC-CH
Office of the Manager
630-252-2700

2) Who is the system owner?

Janet Bluis
DOE SC-CH
Office of the Manager
630-252-2018

3) Who is the system manager for this system or application?

Janet Bluis
DOE SC-CH
Office of the Manager
630-252-2018

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

Marie Niven
DOE SC-CH
Information Technology Manager
630-252-9690

5) Who is the Bureau/Office Privacy Act Officer who reviewed this document?

Kimberly M. Donham	Miriam R. Legan	Abel Lopez
DOE SC-CH, OCC-GL	DOE-SC-CH, OCC-GL	Director, FOIA/PA Group

Document Owner: OM
Last Updated: 06-12-2007
Version: 1.0

630-252-2038

Privacy Act Officer
630-252-2041

U.S. Department of Energy
202-586-5955

6) Who is the Reviewing Official?

David Frietsch
DOE SC-CH
Chief Information Officer
630-252-2178

C. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes – Business Contact Information of DOE employees, employees of other agencies, and contractor employees; personal contact information of members of the public.

a. Is this information identifiable to the individual?¹

Yes. Identifiable by name.

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

Yes.

c. Is the information about employees?

Yes.

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

To keep track of all letters and memoranda signed by the Manager of the Chicago Office.

¹ “Identifiable Form” – According to the OMB Memo M-03-22, 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 descriptions).

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

Title 42, United States Code (U.S.C.), Section 7101 et. seq.

C. DATA in the SYSTEM:

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

DOE employees, contractor employees, employees of other agencies, and members of the public.

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? If not directly from the individual, then what other source?

Information is collected from correspondence of the addressee or their representatives.

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

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

Business contact information is collected (name, business address) from SC-CH employees, employees of other agencies, and contractor employees. Personal contact information (name, home address) is collected from members of the public.

3) Accuracy, Timeliness, and Reliability

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

Data in the system is provided by the addressee of the correspondence. Therefore, it is determined that the information is accurate at the time it is provided.

b. How will data be checked for completeness?

Data in the system is provided by the addressee of the correspondence. Therefore, it is determined that the information is accurate at the time it is provided.

c. Is the data current?

Data is current at the time of collection for correspondence purposes.

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

Yes. The types of information collected are described in the database dictionary within the system.

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, the system will not derive new data.

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?

Data is not consolidated.

7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.

N/A.

8) How will the data be retrieved?

Data is retrieved by the addressee of the correspondence.

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

No reports can be generated in this system. The system capabilities only allow for retrieval of individual correspondence data.

10) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)

Data is provided voluntarily.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:

Document Owner: OM
Last Updated: 06-12-2007
Version: 1.0

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- 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?**

System is not operated in more than one site.

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

Data retention is in accordance with DOE Administrative Schedule 16.1.5.b "Correspondence Files." Records are cut off at the end of the fiscal year correspondence is received or sent, and destroyed 15 years from the cut off date. Information is available at http://eio.energy.gov/documents/ADM_16.pdf.

- 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?**

In accordance with DOE Administrative Schedule 16.1.5.B, destroy 15 years after cut off date. Information is available at http://eio.energy.gov/documents/ADM_16.pdf.

- 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? If yes, explain.**

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 systems of records notice does the system operate? Provide number and name.

Presently there is not a Privacy Act system of records notice for these records. However, the system is currently being evaluated to determine if a Privacy Act system of records is needed. If it is determined that a Privacy Act system of records notice is required, one will be established by December 2007.

10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.

the system is currently being evaluated to determine if a Privacy Act system of records is need. If it is determined that a Privacy Act system of records is required, one will be established by December 2007.

F. ACCESS TO DATA:

1) Who will have access to the data in the system?

Personnel in the Office of the Manager.

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

Access is limited to personnel in the Office of the Manager and access is 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? Explain.

Users will have access to all data on the system which is necessary to adequately monitor letters and memoranda signed by the manager.

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

Specialized security training is required for users of 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?

Yes. Contractors are involved in the design, development, 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.

N/A.

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 (Federal, State, Local, Other (e.g., Tribal))?

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.

The Following Officials Have Approved this Document

1) System Manager

Janet Bluis (Signature) July 30, 2007 (Date)

Name Janet Bluis

Title Secretary

2) IT Security Manager

Marie Niven (Signature) July 30, 2007 (Date)

Name Marie Niven

Title IT Project Manager

3) Privacy Act Officer

Miriam Legan (Signature) 7/30/07 (Date)

Name Miriam Legan

Title Paralegal Specialist

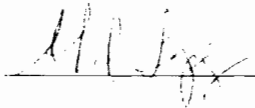
4) Reviewing Official

David Frietsch (Signature) July 30, 2007 (Date)

Name David Frietsch

Title Chief Information Officer

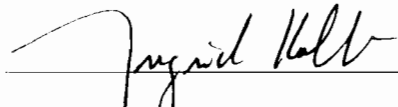
5) Privacy Act Officer (Headquarters)

 (Signature) 8/10/07 (Date)

Name: Abel Lopez

Title: Director, FOIA and Privacy Act Group

6) Senior Agency Official for Privacy

 (Signature) 8-10-07 (Date)

Name: Ingrid A.C. Kolb

Title: Director, Office of Management