



PRIVACY IMPACT ASSESSMENT

Instructions: As per the E-Government Act of 2002, the agency must perform a Privacy Impact Assessment (PIA) before: (a) developing or procuring IT systems or projects that collect, maintain or disseminate information in identifiable form from or about members of the public, or (b) initiating, consistent with the Paperwork Reduction Act, a new electronic collection of information in identifiable form for 10 or more persons (excluding agencies, instrumentalities or employees of the federal government).

The key to a successful PIA is to ensure that the public is informed of exactly what we will be doing with their private information. The agency Chief Privacy Officer must approve the PIA before the system can be put into use.

Name of System:	General Support System
Name and Office of Person(s) Interviewed for PIA	1) Tanya Peltz, Chief, Systems Operations, was interviewed by Brett Bobley, Chief Privacy Officer, on 7/26/2006 2) Barry Maynes, Agency Records Officer, had telephone and in-person conversations with Brett Bobley on 7/31/06 and 8/2/06.
Brief Description:	This system includes the typical desktop applications like Word, Excel, Outlook, as well as the network/server/printer infrastructure.
Who is the Audience (e.g. what kinds of individuals will be providing us with information about themselves?)	It should be noted that the GSS isn't intended to collect information from any particular audience. However, as a general collection of information in many forms (e-mails, memos, etc), there is information about the daily business of the NEH. This would include our interaction with grantees, applicants, panelists, agency employees, and other government agencies and private companies with whom we do business.
What information is to be collected (e.g., names, addresses, phone numbers)?	As a general system, the GSS wasn't designed to collect information per se. That said, dispersed among the documents on this system would certainly be some names, address, phone numbers, SSNs, and other pieces of PII data.
Why is the information being collected?	The information would have been collected to facilitate the day-to-day operations of the agency.
What is the intended use of the information?	The information would be used in the daily business of processing grants, communicating with other agencies and the private sector.
With whom will the information be shared (e.g., another agency for a specified programmatic purpose or another NEH office?)	While there is certainly some public information that is created on the GSS and then shared with others, the PII data which may be spread out on it isn't generally shared.
Does the system describe to the audience exactly what we will do with the information we collect from them?	n/a
Does the system provide assurances to the audience that we will not use their information for anything other than the clearly stated purpose?	n/a
What opportunities do individuals have to decline to provide	n/a

