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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)	1) Tanya Peltz, Chief, Systems Operations, was interviewed by Brett Bobley,
Interviewed for PIA	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	It should be noted that the GSS isn't intended to collect information from any
kinds of individuals will be	particular audience. However, as a general collection of information in many
providing us with information	forms (e-mails, memos, etc), there is information about the daily business of
about themselves?)	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	As a general system, the GSS wasn't designed to collect information per se.
(e.g., names, addresses, phone	That said, dispersed among the documents on this system would certainly be
numbers)?	some names, address, phone numbers, SSNs, and other pieces of PII data.
Why is the information being	The information would have been collected to facilitate the day-to-day
collected?	operations of the agency.
What is the intended use of the	The information would be used in the daily business of processing grants,
information?	communicating with other agencies and the private sector.
With whom will the information be	While there is certainly some public information that is created on the GSS
shared (e.g., another agency for a	and then shared with others, the PII data which may be spread out on it isn't
specified programmatic purpose or	generally shared.
another NEH office?)	
Does the system describe to the	n/a
audience exactly what we will do	
with the information we collect	
from them?	
Does the system provide	n/a
assurances to the audience that we	
will not use their information for	
anything other than the clearly	
stated purpose?	
What opportunities do individuals	n/a
have to decline to provide	

information or to consent to particular uses of the information? How will the information be secured (e.g., administrative and technological controls)?	The GSS system is secured as per NIST guidelines.
Is a system of records being created under the Privacy Act, 5 U.S.C. 552a.?	No, the GSS wouldn't be considered a system of records.
If not, how will you store federal records created by this new system?	As per the agency records officer, the records are stored and disposed of using the agency's existing records schedule, as per NARA guidelines.
Comments. Please use this space to provide any additional comments or analysis about this system.	Unlike a database, the PII data in GSS isn't kept in an organized datafile. Hence, it becomes much less valuable to a hacker. The PII data is dispersed across thousands of separate e-mails and word processing documents.
Signature and date of NEH Staff Member who Performed this PIA.	
Signature of NEH Chief Privacy Officer	This system is (circle one): approved not approved