

Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: Environmental Management Consolidated Business Center (EMCBC)
Accreditation Boundary Freedom of Information Act (FOIA) and Privacy
Act (PA) Database
Bureau: Department of Energy (DOE)
Project's Unique ID: 01-60-02-00-02-5000-04
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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?¹

Yes.

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).

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

Yes.

c. Is the information about employees?

No.

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

The primary purpose of the FOIA and PA database is to serve as a tool to record, control, and determine the status of FOIA and PA requests; produce statistical reports; and to serve as a data source for management information.

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.; 50 U.S.C. 2401 et seq.; 5 U.S.C. 552, and 5 U.S.C. 552a.

C. DATA IN THE SYSTEM:

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

The submitters of requests for copies of records from the DOE EMCBC under the provisions of the FOIA and PA of 1974.

2) What are the sources of information in the system?

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

Information is obtained from the individual who submits the request.

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 individual and the public?

The categories of information collected include the name, address, and telephone number of the person requesting records; a description or identification of the records requested.

3) Accuracy, Timeliness, and Reliability

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

The FOIA and PA database does not verify the accuracy or completeness of the data related to the general public. The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is accurate, timely, and complete at the time it is provided.

b. How will data be checked for completeness?

The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is complete at the time it is provided.

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 What steps or procedures are taken to ensure the data is current and not out-of-date?

The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is current at the time it is provided.

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

Data elements are described in the FOIA and PA database design documentation.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary for the purpose for which the system is being designed?

All data in the system is relevant and necessary for DOE EMCBC to perform its FOIA and PA responsibilities.

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?

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?

The data is not being consolidated.

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

N/A

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.

Records may be retrieved by name of requester and/or an assigned control number for the request.

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 produced on individuals. Statistical reports are generated on FOIA inquiries, status of pending requests, and the number of requests closed. This information is needed to prepare the annual report to the Department of Justice and for monthly reports for the Headquarters FOIA and PA Office.

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.)

To submit requests, there is a requirement that individuals must provide the necessary information needed to process the request, such as name, address, and telephone number.

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 operated only at the DOE EMCMB site.

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

Data retention is in accordance with DOE Administrative Records Schedule 14, "Information Services Records," Sections 11-15, and 21-26. Information is available at http://www.cio.energy.gov/documents/ADM_14.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?

The procedures for disposition of data in the system are defined in DOE Administrative Records Schedule 14, "Information Services Records," Sections 11-15 and 21-26. Information is available at http://www.cio.energy.gov/documents/ADM_14.pdf.

(4) Is the system using technologies in ways that the DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?

The system is not using new technologies.

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?

The system does not have the capability to identify, locate or monitor individuals.

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?

Access is limited to those whose official duties require access to records in the system. Types of data extractions and access are logged.

9) Under which Privacy Act system of records notice does the system operate?

DOE- 55 "Freedom of Information Act and Privacy Act Requests for Records."

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

No, the system of records is not being modified.

F. ACCESS TO DATA:

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

System Administrators, Developers, Authorized Users, Authorized Managers, Access to personal data in the system is strictly controlled based on job responsibility and function. User-name and password are required to access data.

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

Access is restricted by job roles and responsibilities and on a need-to-know and approved by management.

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

Access is role dependent, as authorized by the job function and determined through account access procedures.

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

Administrative procedures, authentication policy, and physical controls are implemented to prevent misuse and unauthorized browsing.

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 Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?

Yes. Information may be disclosed to contractors and their officers and employees in performance of their contract. Individuals provided this information are subject to the same limitation 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 are required to safeguard all information they may obtain in accordance with the provisions of the Privacy Act and the requirements of DOE. The contractor shall ensure that all DOE EMCBC 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?

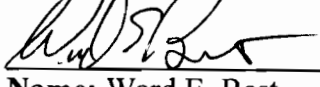
N/A

10) Who is responsible for assuring proper use of the data?

N/A

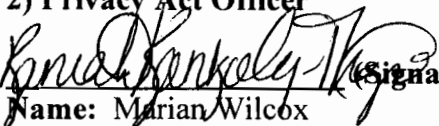
The Following Officials Have Approved this Document

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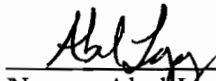
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