PRIVACY IMPACT ASSESSMENT (PIA)

For the

Military Child Care (MCC)
Department of the Navy - Commander, Naval Installations Command (CNIC)

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☐ (2) Yes, from Federal personnel* and/or Federal contractors.

☒ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☒	**New DoD Information System**	☐	**New Electronic Collection**
☐	**Existing DoD Information System**	☐	**Existing Electronic Collection**
☐	**Significantly Modified DoD Information System**		

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☒	**Yes, DITPR**	Enter DITPR System Identification Number	DITPR ID: 16769 DITPR DON ID: 22914
☐	**Yes, SIPRNET**	Enter SIPRNET Identification Number	
☐	**No**		

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☒ **Yes** ☐ **No**

If "Yes," enter UPI UII: 007-000100172

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

☒ **Yes** ☐ **No**

If "Yes," enter Privacy Act SORN Identifier NM01754-3

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an OMB Control Number?
Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ **Yes**

Enter OMB Control Number

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

SORN NM01754-3 authorities:

10 U.S.C. 5013, Secretary of the Navy
10 U.S.C. 5041, Headquarters, Marine Corps
DoD Instruction 6060.2, Child Development Programs
DoD Instruction 6060.3, School Age Care Program
DoD Instruction 6060.4, Youth Programs
OPNAV Instruction 1700.9 series, Child and Youth Programs
Marine Corps Order P1710.30E, Children, Youth, and Teen Program (CYTP)
E.O. 9397 (SSN), as amended.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

A singular website application that will enable all DoD eligible customers world-wide to request Military Child and Youth Program services that meet individual child and family needs.

The MCC System provides real time search and request functionality to DoD eligible families worldwide who are seeking military child care. The customers can build profiles, search for care and make requests for care online. Staff can manage day to day requests, waitlists, offers for care, and placement. The system provides all levels of reporting to track activities and create forecasts.

PII collected: name, birth date, personal cell telephone number, home telephone number, personal email address, mailing/home address, Spouse information: Full Name; Child information: Name, DOB/Projected DOB, Unborn/Planned Adoption indicator and Planned Adoption Dates (if applicable); Employment information: Branch of Service and Employer/Command; Parents contact information (work/cell numbers); and Medical & Disability information: general question with yes/no selection, yes opens free form comment box for input.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

The privacy risks are minimal as that the site carries security certificates and system access is limited to validated users. Passwords are required to be 15 characters with 1 of each of the complexities. User login information and IP addresses are captured and stored in the database.

The system is located in the data centers that are housed in nondescript facilities. Physical access is strictly controlled both at the perimeter and at building ingress points by professional security staff utilizing video surveillance, intrusion detection systems, and other electronic means.

Authorized staff must pass two-factor authentication a minimum of two times to access data center floors. All visitors and contractors are required to present identification and are signed in and continually escorted by authorized staff.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify. Navy Child and Youth Programs (CYP)

☒ **Other DoD Components.**

Specify. Office Secretary of Defense, Army CYP, Air Force CYP, Marine CYP

☐ **Other Federal Agencies.**

Specify.

☐ **State and Local Agencies.**

Specify.

☒ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

Immersion Hospitality:

Property/program information management accountability requirements include: Compliance with all DoD PII and security requirements. The program must adhere to Department of Defense (DoD) mandates and best practices for securing and safeguarding Personally Identifiable Information (PII).

PII policies are outlined in OMB-M-06-16; OMB-M-06-19; and DOD instruction 8500.2.

These mandates and best practices are included in the SECNAV Instruction 5211.5E or CNIC Instruction 5211.1 or review in the Department of the Navy Personally Identifiable Information (PII) training module.

The Online system is to include servers that must comply with DoDI 8500.2.

With these responsibilities contractors should ensure that their employees: Safeguard DON information to which their employees have access at all times. Obtain DON management's written approval prior to taking any DON sensitive information away from the office. The DON manager's approval must identify the business necessity for removing such information from the DON facility.

Contractors undergo National Agency Checks and all personnel who use or view the data are required to complete the DoD privacy training annually and complete the Comp TIA Sec + Certification successfully.

Access to data is granted by system permissions.

☒ **Other** (e.g., commercial providers, colleges).

Specify.

Government-approved child care providers undergo background checks and confidentiality/privacy training and have limited access to data.

i. Do individuals have the opportunity to object to the collection of their PII?

☒ **Yes** ☐ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Consumers/Parents can choose not to participate in the online service, however failure to provide information will prevent processing and/or providing military child care services.

(2) If "No," state the reason why individuals cannot object.

j. Do individuals have the opportunity to consent to the specific uses of their PII?

☐ **Yes** ☒ **No**

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

By providing their information in the online service they are consenting to the use of their information for military child care services.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement** ☒ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

Website banner with acknowledgement and a privacy act statement web page.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.