



PRIVACY IMPACT ASSESSMENT:
 Advanced Mixed Waste Treatment Project (AMWTP)
 AMWTP Information Systems Enclave
 PIA Template Version 3 – May, 2009

SC-1047

Affects Members Of the Public?	<input checked="" type="checkbox"/>
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Department of Energy
 Privacy Impact Assessment (PIA)

Guidance is provided in the template. See DOE Order 206.1, *Department of Energy Privacy Program, Appendix A, Privacy Impact Assessments*, for requirements and additional guidance for conducting a PIA: <http://www.directives.doe.gov/pdfs/doe/doetext/neword/206/o2061.pdf>

Please complete electronically: no hand-written submissions will be accepted.

This template may not be modified.

MODULE I – PRIVACY NEEDS ASSESSMENT

Date	06/29/2010	
Departmental Element & Site	Office of Environmental Management / Idaho National Laboratory / Advanced Mixed Waste Treatment Project	
Name of Information System or IT Project	AMWTP Information Systems Enclave	
Exhibit Project UID	Contract No. DE-AC07-99ID13727	
New PIA <input checked="" type="checkbox"/>	New	
Update <input type="checkbox"/>		
	Name, Title	Contact Information Phone, Email
System Owner	John Muirhead, AMWTP CIO Bechtel BWXT Idaho, LLC 850 Energy Drive Idaho Falls, Idaho 83401	(208) 557-6489 MUIRWJ@amwtp.inl.gov
Local Privacy Act Officer	Clayton Ogilvie, FOIA/PA Officer U.S. DOE, Idaho Operations Office DOE-ID Public Affairs Office	(208) 526-8484 OGILVIC@id.doe.gov



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	Address: 1955 N. Fremont Ave, MS 1203 Idaho Falls, Idaho 83415	
Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Trent Olaveson, ISSM Bechtel BWXT Idaho, LLC 850 Energy Drive Idaho Falls, Idaho 83401	(208) 557-0923 OLAVTB@amwtp.inl.gov.doe.gov
Person Completing this Document	John Jorgensen, ISSO Bechtel BWXT Idaho, LLC 850 Energy Drive Idaho Falls, Idaho 83401	(208) 557-6472 JORGJE@amwtp.inl.gov.doe.gov
Purpose of Information System or IT Project	The AMWTP Information Systems Enclave houses enterprise business systems, Oracle and other general system support software that enables AMWTP to operate business functions. The Enclave contains personal identifiable information for the workforce in the form of human resource, security, payroll and medical information.	
Type of Information Collected or Maintained by the System:	<input checked="" type="checkbox"/> SSN Social Security number <input checked="" type="checkbox"/> Medical & Health Information e.g. blood test results <input type="checkbox"/> Financial Information e.g. credit card number <input checked="" type="checkbox"/> Clearance Information e.g. "Q" <input type="checkbox"/> Biometric Information e.g. finger print, retinal scan <input type="checkbox"/> Mother's Maiden Name <input checked="" type="checkbox"/> DoB, Place of Birth <input checked="" type="checkbox"/> Employment Information <input type="checkbox"/> Criminal History <input checked="" type="checkbox"/> Name, Phone, Address <input type="checkbox"/> Other – Please Specify	



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<p>Has there been any attempt to verify PII does not exist on the system?</p> <p><i>DOE Order 206.1, Department of Energy Privacy Program, defines PII as any information collected or maintained by the Department about an individual, including but not limited to, education, financial transactions, medical history and criminal or employment history, and information that can be used to distinguish or trace an individual's identity, such as his/her name, Social Security number, date and place of birth, mother's maiden name, biometric data, and including any other personal information that is linked or linkable to a specific individual.</i></p>	N/A
<p>If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)</p>	N/A

Threshold Questions

<p>1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?</p>	YES
<p>2. Is the information in identifiable form?</p>	YES
<p>3. Is the information about individual Members of the Public?</p>	YES, previous employees or sub-contractors
<p>4. Is the information about DOE or contractor employees?</p>	YES <input type="checkbox"/> Federal Employees <input checked="" type="checkbox"/> Contractor Employees

If the answer to the all four (4) Threshold Questions is "No," you may proceed to the signature page of the PIA. Submit the completed PNA with signature page to the CPO

Module II must be completed for all systems if the answer to any of the four (4) threshold questions is "Yes." All questions must be completed. If appropriate, an answer of N/A may be entered.

The goal of the threshold questions is to legitimately and efficiently determine whether additional assessment is necessary. If there is doubt, it is in the System Owner's best interest to complete



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Module II.

PIAs affecting Members of the Public are posted on the DOE Privacy website. For this reason, PIAs affecting Members of the Public should be written in plain language and at a high level so they are easily understandable and do not disclose sensitive information.

END OF PRIVACY NEEDS ASSESSMENT



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MODULE II – PII SYSTEMS & PROJECTS

AUTHORITY, IMPACT & NOTICE

<p>1. AUTHORITY</p> <p>What specific authorities authorize this system or project, and the associated collection, use, and/or retention of personal information?</p>	<p>Contract No. DE-AC07-99ID13727. All information included in the Enclave is required under the performance of the contract.</p>
<p>2. CONSENT</p> <p>What opportunities do individuals have to decline to provide information (e.g. where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?</p>	<p>Consent to obtaining information is a condition of employment.</p>
<p>3. CONTRACTS</p> <p>Are contractors involved with the design, development and maintenance of the system? If yes, was the Privacy Order CRD or Privacy Act clauses included in their contracts?</p>	<p>Yes, The AMWTP contract has the following clauses; Privacy Act Clauses FAR 52.224-1 and FAR 52.224-2, and requirements of FAR 24.1.</p>
<p>4. IMPACT ANALYSIS:</p> <p>How do this project and information system impact privacy?</p>	<p>This system disseminates protected PII information that can be used to distinguish or trace an individual's identity, such as their name, social security number.</p>



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<p>5. SORNs</p> <p>How will the data be retrieved? Can PII be retrieved by an identifier (e.g. name, unique number or symbol)?</p> <p>If yes, explain, and list the identifiers that will be used to retrieve information on the individual.</p>	<p>Yes, names and unique numbers retrieve data.</p>
<p>6. SORNs</p> <p>Has a Privacy Act System of Records Notice (SORN) been published in the <i>Federal Register</i>?</p> <p>If "Yes," provide name of SORN and location in the <i>Federal Register</i>.</p>	<p>DOE-18 Financial Accounting System;</p> <p>DOE-33 Personnel Medical Records;</p> <p>DOE-51 Employees and Visitor Access Control Records.</p>
<p>7. SORNs</p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</p>	<p>NO</p>
<p>DATA SOURCES</p>	
<p>8. What are the sources of information about individuals in the information system or project?</p>	<p>Individual provided, employment applications and forms, security forms, medical surveillances, and outside clinical lab tests.</p>
<p>9. Will the information system derive new or meta data about an individual from the information collected?</p>	<p>No</p>



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10. Are the data elements described in detail and documented?	YES
DATA USE	
11. How will the PII be used?	Support Human Resources, Medical, Payroll, and Security.
12. If the system derives meta data, how will the new or meta data be used? Will the new or meta data be part of an individual's record?	N/A
13. With what other agencies or entities will an individual's information be shared?	Contracted payroll and benefits providers, Idaho National Laboratory and security pre-screening services.
Reports	
14. What kinds of reports are produced about individuals or contain an individual's data?	Human Resources, Medical, Payroll, and Security reports.
15. What will be the use of these reports?	Human Resources, Medical, Payroll, and Security reports.
16. Who will have access to these reports?	Access is controlled by Access Control Lists (ACLs) and Need-To-Know based on roles and responsibilities.
Monitoring	
17. Will this information system provide the capability to identify, locate, and monitor individuals?	Yes, in the workplace only.



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18. What kinds of information are collected as a function of the monitoring of individuals?	Information collected includes Social Security Numbers, home addresses, emergency contact information, personal bank account information, employment and medical history and place and date of birth and medical information.
19. Are controls implemented to prevent unauthorized monitoring of individuals?	Yes – through the use of ACL's and a strict Need-To-Know based on roles and responsibilities.

DATA MANAGEMENT & MAINTENANCE

20. How will records about individuals be kept current and verified for accuracy, relevance and completeness? Include PII data collected from sources other than DOE records.	Employee provided data is determined to be accurate at the time of submittal when entered into applications and is reviewed prior to being uploaded into the system. Data will stay current through recurrent individual encounters.
21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?	Not operated at more than one site.

Retention & Disposition

22. What are the retention periods of data in the information system?	Records retention and disposal authorities utilized are in accordance with National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.
23. What are the procedures for disposition of the data at the end of the retention period?	Data shall be dispositioned in accordance with approved DOE requirements at the end of the retention period.

ACCESS, SAFEGUARDS & SECURITY

24. What controls are in place to protect the data from unauthorized access, modification or use?	Systems have been implemented and tested all baseline security controls appropriate to FIPS 199 categorization in accordance with DOE PCSP and part of the AMWTP Information Systems Enclave that was accredited in April of 2008.
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25. Who will have access to PII data?	Finance and accounting and individuals accessing personal records
26. How is access to PII data determined?	Access is controlled by Access Control Lists (ACLs) and Need-to-Know based on roles and responsibilities.
27. Do other information systems share data or have access to the data in the system? If yes, explain.	Yes, finance and accounting application supplies the data that is manually uploaded into a payroll application.
28. For connecting information systems, is there an Interconnection Security Agreement (ISA) or other agreement between System Owners to ensure the privacy of individuals is protected?	N/A
29. Who is responsible for ensuring the authorized use of personal information?	Authorization is granted by the individual's manager with a request to the system administrator. Roles are assigned based on Need-To-Know and specific job requirements.

END OF MODULE II

SIGNATURE PAGE

	Signature	Date
PIA Approval Signatures	Original Copy Signed and On File with the DOE Privacy Office	08/24/2010