

## Section I

### Department of Energy Privacy Impact Assessment (PIA)

**Name of Project: Oracle Financials**  
**Bureau: Department of Energy**  
**Project's Unique ID: BJCFIN**  
**Date: August 6, 2008**

#### **A. CONTACT INFORMATION:**

**1) Who is the person completing this document?**

Name: John Adams  
Title: Senior Applications Software Engineer  
Organization: Software Control International  
Address P.O Box 4699, Building 1007, MS 7022  
Oak Ridge, TN. 37831-7022

**2) Who is the system owner?**

Name: William Boucher  
Title: Chief Financial Officer  
Organization: Bechtel Jacobs Company LLC  
Address: P.O Box 4699, Building 1007, MS 7052  
Oak Ridge, TN. 37831-7052

**3) Who is the system manager for this system or application?**

Name: David D. Newton  
Title: Applications Manager  
Organization: Bechtel Jacobs Company LLC  
Address: P.O Box 4699, Building 1007, MS 7022  
Oak Ridge, TN. 37831-7022

**4) Who is the IT Security Manager who reviewed this document?**

Name: David Rose  
Title: Cyber Security & Compliance Manager  
Organization: Bechtel Jacobs Company LLC  
Address: P.O Box 4699, Building 1007, MS 7022  
Oak Ridge, TN. 37831-7022

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**5) Who is the Privacy Act Officer who reviewed this document?**

Name: Amy Rothrock

Title: Privacy Act Officer

Organization: Department of Energy/Oak Ridge Operations

Address: 200 Administration Rd.

Oak Ridge, TN. 37830

**B. SYSTEM APPLICATION/GENERAL INFORMATION:**

**1) Does this system contain any information about individuals? Yes**

**a. Is this information identifiable to the individual? Yes**

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

**c. Is the information about DOE or contractor employees? Yes**

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

Oracle Financials is a commercial off-the-shelf (COTS) software package from Oracle Corporation. The package is used to support the finance and accounting function, including general ledger, accounts receivable, accounts payable, purchasing and labor distribution.

**3) What legal authority authorizes the purchase or development of this system/application?**

Department of Energy

**C. DATA in the SYSTEM:**

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

Contractor and former contractor (public)

**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?**

The data comes from a print out of a screen from the CYBORG application.

**b. What Federal agencies are providing data for use in the system?**

None

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**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?**

This application collects the following:

Bank account number obtained from CYBORG system

**3) Accuracy, Timeliness, and Reliability**

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

BJC functional personnel have processes in place to ensure accuracy of the data. We do not collect data from sources outside DOE.

**b. How will data be checked for completeness?**

BJC CFO Personnel reviews the CYBORG form to verify that it has the complete bank account information.

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

Yes. BJC CFO Personnel runs a 'Banking Differences Report' on a weekly basis to find any bank accounts on CYBORG that no longer match the bank account number in Oracle Financials.

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

Yes. Oracle provides a data dictionary of data elements on their Metalink Web Site.

**D. ATTRIBUTES OF THE DATA:**

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

**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? No**

**3) Will the new data be placed in the individual's record? N/A**

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**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? N/A**

**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.**

The data is retrieved and processed through the Oracle Financials application screens. The individual is assigned a vendor number and information can be retrieved by that vendor number.

**9) What kinds of reports can be produced on individuals?**

The Final Payment Register is printed by Accounts Payable and sent to the Treasury Services group.

**What will be the use of these reports?**

The Final Payment Register gives Treasury Services a list of individuals who should be receiving EFT payments.

**Who will have access to them?**

Reports are available to functional CFO staff in the Accounts Payable and Treasury Services as needed to perform their job.

**10) 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)?**

Individuals can choose not to provide their bank account information and the application would have to generate a paper check.

### **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 applications do not cross Accreditation Boundaries.

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

The data is kept for the life of the application.

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- 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?**

Disposition of the data for the BJC D&D Contract will occur at the end of the contract. At that time, data will be turned over to DOE or designated Contractor. Data will be archived or deleted at the end of the contract based on DOE guidelines for retaining records. Currently reports are kept in locked cabinets for two years in K-1007 and then sent to plant records. Disposition of report records would also fall under DOE guidelines.

- 4) Is the system using technologies in ways that DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?** No
- 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?** No.
- 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?**  
No monitoring is possible outside of normal applications usage.
- 9) Under which Privacy Act system of records notice does the system operate?** N/A
- 10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision?** N/A

### **F. Access to Data:**

- 1) Who will have access to the data in the system?**  
The BJC CFO organization has access to the data and manages access control for the application.
- 2) How is access to the data by a user determined?**  
Access to data is approved by the application owners and granted by the application administrator on a need-to-know basis.
- 3) Will users have access to all data on the system or will the user's access be restricted?**

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User access is controlled by the system administrators by granting roles to individuals. The users are only granted the responsibilities required for them to perform their job functions.

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

Application owners enforce separation of responsibilities to only allow access to functionality/data necessary to perform job functions.

**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 included in their contracts and other regulatory measures addressed?**

Yes, DOE Privacy Act clauses are included.

**6) Do other systems share data or have access to the data in the system? If yes, explain.**

CYBORG has the same data, but it is not shared electronically between the applications.

**7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

Any applications that process Privacy Act data are classified as “Protected” by the BJC Cyber Security Manager. Those applications then document and test the controls necessary to protect the interfaces/data.

**8) Will other agencies share data or have access to the data in this system?**

SunTrust Bank gets a file of bank account and payment information.

**9) How will the data be used by the other agency?**

The data is used to make electronic payments.

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

The CFO organization.

**PIA Approval Signatures**

*Original copy signed and on file with the DOE Privacy Office.*