



15-1079

Affects Members Of the Public?	<input checked="" type="checkbox"/>
--------------------------------	-------------------------------------

Department of Energy
 Privacy Impact Assessment (PIA)

See DOE Order 206.1, *Department of Energy Privacy Program, Appendix A, Privacy Impact Assessments*, for requirements and additional guidance for conducting a

MODULE I – PRIVACY NEEDS ASSESSMENT

Date	July 14, 2010	
Departmental Element & Site	Office of Energy Efficiency and Renewable Energy (EERE)	
Name of Information System or IT Project	PAGE (Performance and Accountability for Grants in Energy) System	
Exhibit Project UID	PAGE is not in production yet and does not currently have an assigned Exhibit Project UID.	
New PIA	<input checked="" type="checkbox"/>	
Update	<input type="checkbox"/>	
	Name, Title	Contact Information Phone, Email
System Owner	Elnora Long, ENERGY TECHNOLOGY PROGRAM SPECIALIST	(202) 586-9700 elnora.long@ee.doe.gov
Local Privacy Act Officer	N/A	
Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Sam Slough Information System Security Officer (ISSO)	(301) 208-7029 sam.slough@ee.doe.gov (202) 586-0874



MODULE I – PRIVACY NEEDS ASSESSMENT

	Dennis Bartlett EERE CSPM	Dennis.bartlett@ee.doe.gov
Person Completing this Document	Daniel Miller Senior Consultant	(703) 377 7891 Miller_Daniel_1@bah.com
Purpose of Information System or IT Project	The primary purpose for PAGE is to collect, organize, distribute, and report a wide array of information related to EERE's Energy Efficiency and Conservation (EECBG) Program. State, local and tribal grantees submit their quarterly reports and DOE officials are able to approve the Quarterly Program Report that track the spending of funds and progress of programmatic impacts. This process of check and balance occurs until the grant fund cycle is complete and the grant is closed and ultimately retired.	
Type of Information Collected or Maintained by the System:	<input type="checkbox"/> SSN Social Security number <input type="checkbox"/> Medical & Health Information e.g. blood test results <input type="checkbox"/> Financial Information e.g. credit card number <input 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 type="checkbox"/> DoB, Place of Birth <input type="checkbox"/> Employment Information <input type="checkbox"/> Criminal History <input checked="" type="checkbox"/> Name, Phone, Address <input type="checkbox"/> Other – Please Specify	
Has there been any attempt to verify PII does not exist on the system?	NO	



MODULE I – PRIVACY NEEDS ASSESSMENT

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.

If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)

N/A

Threshold Questions

1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?	YES
2. Is the information in identifiable form?	YES
3. Is the information about individual Members of the Public?	YES
4. Is the information about DOE or contractor employees?	YES

If the answer to 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 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



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>44 U.S.C. 3501 (Paperwork Reduction Act of 1980)</p> <p>44 U.S.C. 101 (The E-Government Act of 2002)</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>Information is voluntarily submitted for the purpose of obtaining a grant.</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, contractors are involved with the design, development and maintenance of the system. Affected contracts include the appropriate FAR privacy contract clauses.</p>
<p>4. IMPACT ANALYSIS:</p> <p>How does this project or information system impact privacy?</p>	<p>The system only contains name, work phone, work address and work email of individuals.</p>



MODULE II – PII SYSTEMS & PROJECTS

<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>NO</p> <p>The PAGE Information system does not retrieve any information that would be considered a personal/unique identifier.</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>NO</p>
<p>7. SORNs</p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</p>	<p>N/A</p>
<p>DATA SOURCES</p>	
<p>8. What are the sources of information about individuals in the information system or project?</p>	<p>Individuals (Grantees) input their own information.</p>
<p>9. Will the information system derive new or meta data about an individual from the information collected?</p>	<p>No new or meta data is derived from the system.</p>



MODULE II – PII SYSTEMS & PROJECTS

<p>10. Are the data elements described in detail and documented?</p>	<p>The sensitivity of information handled, the data elements used and collected in PAGE are listed within the System Security Plan however, they are not described in detail.</p>
<p>DATA USE</p>	
<p>11. How will the PII be used?</p>	<p>The PII is used by DOE officials only to identify which grantee submitted the relevant quarterly report.</p>
<p>12. If the system derives meta data, how will the new or meta data be used?</p> <p>Will the new or meta data be part of an individual's record?</p>	<p>N/A.</p>
<p>13. With what other agencies or entities will an individual's information be shared?</p>	<p>None</p>
<p>Reports</p>	
<p>14. What kinds of reports are produced about individuals or contain an individual's data?</p>	<p>Quarterly reports are submitted by users; these reports contain the users name, work address, work phone and work email to identify themselves only.</p>
<p>15. What will be the use of these reports?</p>	<p>The reports will be used in EERE's Energy Efficiency Block Grant (EECBG) Program. PAGE collects, reviews and generates quarterly reports for EERE. These reports are used to track the spending of funds and the progress of programmatic impacts.</p>
<p>16. Who will have access to these reports?</p>	<p>PAGE users only have access to the data they input. EERE individuals who audit and review these reports include:</p> <ul style="list-style-type: none"> -PAGE Information System Security Officer -Page Administrators

Monitoring



MODULE II – PII SYSTEMS & PROJECTS

<p>17. Will this information system provide the capability to identify, locate, and monitor individuals?</p>	<p>The information acquired is only used for the purpose of contacting the grant individuals whom submit the quarterly report. All information collected is work information. Individuals cannot be located outside of their work place. The system has no capability to monitor individuals.</p>
<p>18. What kinds of information are collected as a function of the monitoring of individuals?</p>	<p>N/A</p>
<p>19. Are controls implemented to prevent unauthorized monitoring of individuals?</p>	<p>Yes, PAGE has implemented controls that are in place to prevent unauthorized users from monitoring or accessing any of the PII on the information system.</p>

DATA MANAGEMENT & MAINTENANCE

<p>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.</p>	<p>The data collected is solely through user input and is verified for completeness by DOE officials in the approving process after the information has been submitted.</p> <p>All information is current. Individuals submit reports on a quarterly basis. Therefore, every quarter will be including accurate, up to date and current information.</p>
<p>21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?</p>	<p>The system is only operated at one site, EERE Headquarters. Therefore the consistent use of information is assured.</p>

Retention & Disposition

<p>22. What are the retention periods of data in the information system?</p>	<p>The retention requirement for programmatic data is for the life of the EECBG – as long as the EECBG programs continue, the information will be required for historical performance reporting. The retention requirement for grant data is estimated to be 10 years. The exact length of time for retaining the information is determined by the procurement office that manages the information.</p>
---	---



MODULE II – PII SYSTEMS & PROJECTS

<p>23. What are the procedures for disposition of the data at the end of the retention period?</p>	<p>The procedures around the disposition of data are documented in the Hard Disk Sanitization Procedures. The EERE Support Team uses BCWipe for sanitization of hard disks on systems that will either be transferred or retired. However, data is retained on backup tapes indefinitely.</p>
<p>ACCESS, SAFEGUARDS & SECURITY</p>	
<p>24. What controls are in place to protect the data from unauthorized access, modification or use?</p>	<p>The PAGE system has controls in place to prevent unauthorized access, modification and use. For a detailed description of logical access controls in place, please reference the PAGE System Security Plan dated October 2009.</p>
<p>25. Who will have access to PII data?</p>	<p>PAGE users only have access to the data they input.</p> <p>EERE individuals who audit and review the reports include:</p> <ul style="list-style-type: none"> -PAGE Information System Security Officer -Page Administrators
<p>26. How is access to PII data determined?</p>	<p>While PAGE collects and contains public information, PAGE requires access through means of individual authentication to maintain a high-level of data integrity. The delivery of this information and its accuracy are vital to the programs PAGE supports. Only DOE Officials approving the quarterly reports will be able to see all the submissions.</p>
<p>27. Do other information systems share data or have access to the data in the system? If yes, explain.</p>	<p>No</p>
<p>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?</p>	<p>N/A</p>
<p>29. Who is responsible for ensuring the authorized use of personal information?</p>	<p>System Owner ISSO</p>



MODULE II – PII SYSTEMS & PROJECTS

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