



PRIVACY IMPACT ASSESSMENT: SAVANNAH RIVER NUCLEAR SOLUTIONS
 PROCUREMENT CYCLE SYSTEM (PCS)
 PIA Template Version 3 – May, 2009

E-1070

Affects Members Of the Public?

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

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| Date | February 26, 2010 | |
| Departmental Element & Site | Office of Environmental Management Department of Energy – Savannah River Operations Office | |
| Name of Information System or IT Project | Savannah River Nuclear Solution (SRNS) Procurement Cycle System (PCS) | |
| Exhibit Project UID | UPI Code: 019-10-01-15-01-1057-00 | |
| New PIA <input type="checkbox"/> | | |
| Update <input checked="" type="checkbox"/> | | |
| | Name, Title | Contact Information Phone, Email |
| System Owner | Richard C. Proctor, Manager, Contracts and Supply Chain Management Systems, SRNS | (803) 952-9029 richard.proctor@srs.gov |
| | Robert K. Bromley, Manager, Accounts Payable, SRNS | (803) 952-8844 robert.bromley@srs.gov |
| Local Privacy Act Officer | Pauline Conner, Privacy Act Officer | (803) 952-8134 pauline.conner@srs.gov |
| Cyber Security Expert reviewing this document (e.g. ISSM, | Jan Moran, SRNS Cyber Security Manager | (803) 725-6925 jan.moran@srs.gov |



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 PROCUREMENT CYCLE SYSTEM (PCS)
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MODULE I – PRIVACY NEEDS ASSESSMENT

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| CSSM, ISSO, etc.) | | |
| Person Completing this Document | Pauline Conner, Privacy Act Officer | (803) 952-8134 pauline.conner@srs.gov |
| Purpose of Information System or IT Project | The PCS contains records for use by SRNS to substantiate obligations and payments to individuals for goods and services and to record and manage accounts payable, as funded through contractor letters of credit issued by DOE/NNSA. | |
| Type of Information Collected or Maintained by the System: | <input checked="" type="checkbox"/> SSN Social Security number <input type="checkbox"/> Medical & Health Information e.g. blood test results <input checked="" 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 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? DOE Order 206.1, <i>Department of Energy Privacy Program</i> , 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. | No Based on existing system documentation and available data dictionaries, it is known that PII exists in the Information Systems covered by this Privacy Impact Assessment. | |



MODULE I – PRIVACY NEEDS ASSESSMENT

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

- Federal Employees
 Contractor Employees

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

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| <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>Department of Energy Organization Act of 1977 (42 U.S.C. 7101 <i>et seq.</i>); Export Administrative Act of 1979 (50 U.S.C. 2401 <i>et seq.</i>); the General Accounting Office Policy and Procedures Manual; Statement of Federal Financial Accounting Standards published by the GAO and the Office of Management and Budget; Debt Collection Improvement Act of 1996; 31 U.S.C. 3512; 5 U.S.C. 5701-09; Federal Property Management Regulations 101-107; Treasury Financial Manual; Executive Orders 12009 and 9397.</p> <p>As provided in DOE O 206.1, "The Privacy Act allows an agency to maintain information about an individual that is relevant and necessary to the purpose of the agency as required by statute or by Executive Order of the President."</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>Collection of the information in the PCS is required for documenting the money due from the SRNS, as funded through contractor letters of credit issued by the DOE/NNSA. If the individuals do not provide the information, SRNS will not be able to compensate money due to individuals for goods and services and to record and manage accounts payable.</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 in the configuration, implementation, and maintenance of the system. Personal information may be disclosed to these contractors and their officers and employees in performance of their contracts. Those individuals provided this type of information is subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.</p> <p>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 to safeguard all information that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the DOE. The contractor shall ensure that all DOE documents and software processed, and the information contained therein, are protected from unauthorized use and mishandling by assigned personnel.</p> |



MODULE II – PII SYSTEMS & PROJECTS

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| <p>4. IMPACT ANALYSIS:</p> <p>How does this project or information system impact privacy?</p> | <p>The potential impact is MODERATE. The loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals. Adverse effects on individuals may include, but are not limited to, loss of the privacy to which individual are entitled under law.</p> <p>Security Plan, Version 0, dated May 30, 2007</p> <p>Date of Accreditation: June 8, 2007</p> |
| <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. The PCS can retrieve data by using name, social security number, or the site's computer-generated alternate ID (Comp_Alt_ID).</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>Yes. DOE 18, "Financial Accounting System"</p> <p>Federal Register Vol. 74, No. 6/Friday, January 9, 2009 (pages 1020-1022)</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> |

DATA SOURCES



MODULE II – PII SYSTEMS & PROJECTS

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| <p>8. What are the sources of information about individuals in the information system or project?</p> | <p>The PCS collects data from various sources. It collects information provided by the individual to whom it pertains. Examples include, but are not limited to, name, social security number, amounts due, invoice number, accounting information, servicing bank name and address, and accounting number, amount and status of claim.</p> |
| <p>9. Will the information system derive new or meta data about an individual from the information collected?</p> | <p>No</p> |
| <p>10. Are the data elements described in detail and documented?</p> | <p>Yes. The vendor's database describes and documents the data elements.</p> |
| <p>DATA USE</p> | |
| <p>11. How will the PII be used?</p> | <p>The authorized employees will use the PII contained in PCS to document the money due from the SRNS, as funded through contractor letters of credit issued by the DOE/NNSA.</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>No other agencies or entities will share the individual's information.</p> |
| <p>Reports</p> | |
| <p>14. What kinds of reports are produced about individuals or contain an individual's data?</p> | <p>The authorized user can generate reports for reporting requirements by the local, federal and state agencies, when that record alone or in conjunction with other information, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program.</p> |
| <p>15. What will be the use of these reports?</p> | <p>The use of the data is relevant and necessary for SRNS to substantiate obligations and payments to individuals for goods and services and to record and manage accounts payable.</p> |



MODULE II – PII SYSTEMS & PROJECTS

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| <p>16. Who will have access to these reports?</p> | <p>Only authorized individuals will have access to the information based on need-to-know and the principle of least privilege. Furthermore, the appropriate local, state and federal agencies may have access to the records maintained in the PCS to ensure Departmental compliance with other regulatory requirements.</p> |
| <p>Monitoring</p> | |
| <p>17. Will this information system provide the capability to identify, locate, and monitor individuals?</p> | <p>No. The PCS does not have the capability to identify, locate, and 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>N/A</p> |
| <p>DATA MANAGEMENT & MAINTENANCE</p> | |
| <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>PCS does not verify the accuracy, relevance, and completeness of the data related to the public. PCS collects basic data directly from the individual to whom it pertains. Therefore, it is determined that the information is accurate, timely and complete at the time it was provided.</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 licensed by and operated for U.S. Department of Energy Savannah River Operations Office.</p> |
| <p>Retention & Disposition</p> | |
| <p>22. What are the retention periods of data in the information system?</p> | <p>Retention periods are in accordance with National Archives and Records Administration (NARA) and DOE records schedules. Information can be obtained at http://cio.energy.gov/records-management/adminrs.htm.</p> |



MODULE II – PII SYSTEMS & PROJECTS

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| <p>23. What are the procedures for disposition of the data at the end of the retention period?</p> | <p>Procedures for disposition are documented in applicable NARA and DOE records schedule. Information can be obtained at http://cio.energy.gov/records-management/adminrs.htm.</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>Technical and administrative controls are in place to prevent the misuse of data by individuals with access. The administrative controls include annual training emphasizing that it is the individual's responsibility to protect data that they have access to, and that misuse of that data will not be tolerated. The technical controls include restricted access via user-id and password based on user responsibility and job function.</p> |
| <p>25. Who will have access to PII data?</p> | <p>Only authorized individuals will have access to the information based on need-to-know and the principle of least privilege. Furthermore, the appropriate local, and state and federal agencies will use certain records maintained in the PCS to ensure Departmental compliance with other regulatory requirements. Access to or use of the information provided will be limited to authorized individuals for required management and reporting.</p> |
| <p>26. How is access to PII data determined?</p> | <p>The system owner determines who has access. Access to data is on a need-to-know basis in accordance with the job roles and responsibilities of individuals.</p> |
| <p>27. Do other information systems share data or have access to the data in the system? If yes, explain.</p> | <p>Yes. The PCS shares personnel information with the Site Personnel Roster.</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>No. No other information systems directly connect with this system.</p> |
| <p>29. Who is responsible for ensuring the authorized use of personal information?</p> | <p>The system owner for other systems to have access to data within the PCS application must grant permission. Once provided, it is the responsibility of the other system owners to protect the data provided by PCS.</p> |



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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 | 7 MAY 2010 |