



MA-5054

Affects Members Of the Public?	Mark if Applicable w/ an X
	<input type="checkbox"/>

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>

**MODULE I – PRIVACY NEEDS ASSESSMENT**

Date	June 16, 2010	
Departmental Element & Site	<p>The official list of Departmental Elements can be accessed at <a href="http://www.directives.doe.gov/pdfs/reftools/org-list.pdf">www.directives.doe.gov/pdfs/reftools/org-list.pdf</a>.</p> <p>The site location of the system is controlled by the vendor, UserVoice, as it is an Amazon cloud computing application (and is listed on Apps.gov - <a href="https://www.apps.gov/cloud/advantage/cloud/sa_details.do?BV_UseBVCookie=Yes&amp;clid=18&amp;catId=68">https://www.apps.gov/cloud/advantage/cloud/sa_details.do?BV_UseBVCookie=Yes&amp;clid=18&amp;catId=68</a>).</p> <p>The URL, for DOE participants, is <a href="http://roadmap.doe.gov/login">http://roadmap.doe.gov/login</a> - until June 21 the URL points to the test system, which is an exact duplicate of the production system.</p>	
Name of Information System or IT Project	UserVoice System	
Exhibit Project UID	Not applicable – the service will be used for only three months via a subscription from the vendor.	
New PIA Update	<input checked="" type="checkbox"/> X <input type="checkbox"/> <p>This is a new PIA.</p>	
	<b>Name, Title</b>	<b>Contact Information Phone, Email</b>
System Owner	Peter J. Tseronis Senior Advisor Office of the CIO Advanced Technology and Systems Integration (IM-50)	(301) 903-8262 Peter.Tseronis@hq.doe.gov



## MODULE I – PRIVACY NEEDS ASSESSMENT

<b>Local Privacy Act Officer</b>	Not applicable	Not applicable
<b>Cyber Security Expert</b> reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Patricia McMahon	(202) 586-6620 Patty.Mcmahon@hq.doe.gov
<b>Person Completing this Document</b>	Peter J. Tseronis Senior Advisor Office of the CIO Advanced Technology and Systems Integration (IM-50)	(301) 903-8262 Peter.Tseronis@hq.doe.gov
<b>Purpose of Information System or IT Project</b>	<p>The development of an IT Strategic Roadmap represents opportunities to strengthen the delivery of DOE’s mission, on an agency-wide basis. The Roadmap will continue to evolve based on the participation, experience and creativity across the Department. Initial findings from interviews conducted between January and April 2010, with nearly 80 IT leaders and representatives from across 30 diverse program, staff, field and lab offices, has provided the basis for conducting a crowdsourcing initiative.</p> <p>To elicit department-wide participation in the IT Strategic Roadmap development, a crowdsourcing initiative is scheduled to begin on June 21.</p> <p>All DOE federal and contractor staff (110,000+) will have an opportunity, via a commercially available (and DOE branded) cloud computing based application, to provide ideas on IT-related enhancements or future directions for the Department. The application, provided by UserVoice, will be available for an estimated 45-60 days, depending on the volume of ideas submitted and participation levels.</p> <p>A benefit to developing the IT Strategic Roadmap through UserVoice is that stakeholders will be able to review and comment on everyone’s ideas collectively, and vote on those that they deem most important.</p>	
<b>Type of Information Collected or Maintained by the System:</b>	<input type="checkbox"/> SSN Social Security number  <input type="checkbox"/> Medical & Health Information e.g. blood test results	



## MODULE I – PRIVACY NEEDS ASSESSMENT

	<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 type="checkbox"/> Name, Phone, Address <input type="checkbox"/> Other – Please Specify
--	--

<p><b>Has there been any attempt to verify PII does not exist on the system?</b></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>	NO
--	----

<p><b>If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)</b></p>	Not applicable
---	----------------

### Threshold Questions

<p><b>1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?</b></p>	NO
<p><b>2. Is the information in identifiable form?</b></p>	NO
<p><b>3. Is the information about individual Members of the Public?</b></p>	NO Access is restricted to DOE federal and contract staff only.



## MODULE I – PRIVACY NEEDS ASSESSMENT

4. Is the information about DOE or contractor employees?

NO

- 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

#### 1. AUTHORITY

What specific authorities authorize this system or project, and the associated collection, use, and/or retention of personal information?

The DOE HQ CIO, Bill Turnbull, is sponsoring this initiative. Once the system is closed for input, and the data summarized and an analysis performed, the system subscription will expire and all data will be deleted by August 31, 2010.



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>2. CONSENT</b></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>This initiative is 100% voluntary, and the prospective participants may choose not to register and/or participate in the endeavor.</p>
<p><b>3. CONTRACTS</b></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>No. The system is a third-party cloud computing application that has been made available via a three month subscription from the vendor.</p>
<p><b>4. IMPACT ANALYSIS:</b></p> <p>How does this project or information system impact privacy?</p>	<p>If the participant chooses to provide their given name, then any ideas that they suggest will be identified with them. If the participant, however, chooses to use a pseudonym (i.e., "Pete T" instead of "Pete Tseronis") then the idea cannot be attributed to a specific individual.</p>
<p><b>5. SORNs</b></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>The data (ideas, comments, and votes) will not be retrieved by individual participant, nor attributed to any individual. Rather, a summary of the ideas, ranked by the number of votes, will be utilized to develop the DOE IT Strategic Roadmap.</p>



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>6. SORNs</b></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>Not applicable</p>
<p><b>7. SORNs</b></p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</p>	<p>Not applicable</p>
<p><b>DATA SOURCES</b></p>	
<p><b>8. What are the sources of information about individuals in the information system or project?</b></p>	<p>The individual participant, should they choose to participate, will provide their departmental email address, and if they choose, will provide their given name or a pseudonym.</p>
<p><b>9. Will the information system derive new or meta data about an individual from the information collected?</b></p>	<p>No. Only the ideas, ranked by vote count, will be utilized once the participation in the system has been stopped. There will not be any direct attribution to any specific individual. All data will be deleted once the ideas, by vote count, are listed.</p>
<p><b>10. Are the data elements described in detail and documented?</b></p>	<p>No, not necessary.</p>
<p><b>DATA USE</b></p>	
<p><b>11. How will the PII be used?</b></p>	<p>The Department will not utilize any PII. Departmental email addresses will be utilized for registration/login programmatically by the system in order to validate that the participants are federal or contract staff of the Department.</p>



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>12. If the system derives meta data, how will the new or meta data be used?</b></p> <p><b>Will the new or meta data be part of an individual's record?</b></p>	<p>The system is designed to allow participants the opportunity to provide ideas to the Department on strategic IT recommendations and solutions. The participant (or other participants) may provide comments about the submitted ideas for other participants to review. Participants are also able to vote on their preferred ideas. It is only the list of ideas, listed by vote count, without any attribution to any individual, that will be utilized for inclusion to the DOE IT Strategic Roadmap.</p>
<p><b>13. With what other agencies or entities will an individual's information be shared?</b></p>	<p>None</p>
<p><b>Reports</b></p>	
<p><b>14. What kinds of reports are produced about individuals or contain an individual's data?</b></p>	<p>None</p>
<p><b>15. What will be the use of these reports?</b></p>	<p>Not applicable</p>
<p><b>16. Who will have access to these reports?</b></p>	<p>Not applicable</p>
<p><b>Monitoring</b></p>	
<p><b>17. Will this information system provide the capability to identify, locate, and monitor individuals?</b></p>	<p>No</p>
<p><b>18. What kinds of information are collected as a function of the monitoring of individuals?</b></p>	<p>None</p>
<p><b>19. Are controls implemented to prevent unauthorized monitoring of individuals?</b></p>	<p>Not applicable</p>

## DATA MANAGEMENT & MAINTENANCE



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>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.</b></p>	<p>If the participant chooses to provide ideas or vote on colleagues ideas, they must provide their departmental email address to register to use the system. The system will send the participant a confirmation email address, requiring them to validate that they have requested to participate in the initiative. The system subscription expires on August 31, 2010, at which time all of the collected ideas and registration/login credentials will be deleted. There will not be any need for data to be kept current.</p>
<p><b>21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?</b></p>	<p>The system is a cloud computing application, and only one instance will be available for use.</p>
<p><b>Retention &amp; Disposition</b></p>	
<p><b>22. What are the retention periods of data in the information system?</b></p>	<p>Registration/login data will be retained only during the system availability for idea submission and voting. This is scheduled to occur between June 21, 2010 and August 31, 2010, at which time, all data will be deleted as the subscription will have expired.</p>
<p><b>23. What are the procedures for disposition of the data at the end of the retention period?</b></p>	<p>The system vendor will reset the cloud computing environment and all data will be deleted.</p>
<p><b>ACCESS, SAFEGUARDS &amp; SECURITY</b></p>	
<p><b>24. What controls are in place to protect the data from unauthorized access, modification or use?</b></p>	<p>The information collected is unclassified and non-OUO – it will be ideas from voluntary participants on how they recommend IT resources be allocated and made available to the Department. There is no need for any controls to protect the data.</p>
<p><b>25. Who will have access to PII data?</b></p>	<p>If the voluntary participant chooses to use a pseudonym, only the participant will have access to their email address for login purposes.</p>
<p><b>26. How is access to PII data determined?</b></p>	<p>The voluntary participant will choose to provide their departmental email address, and either their given name or a pseudonym.</p>
<p><b>27. Do other information systems share data or have access to the data in the system? If yes, explain.</b></p>	<p>No</p>





## MODULE II – PII SYSTEMS & PROJECTS

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?

Not applicable

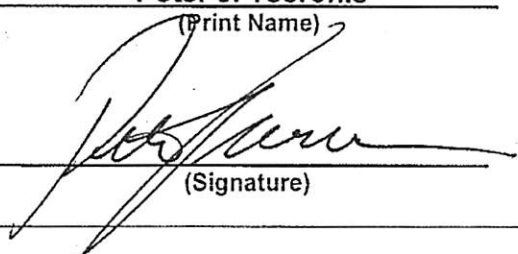
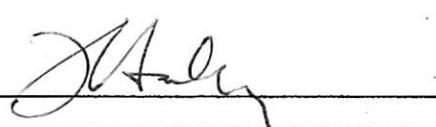
29. Who is responsible for ensuring the authorized use of personal information?

The voluntary participant, should they choose to register to use the system.

## END OF MODULE II



PRIVACY IMPACT ASSESSMENT: OCIO – IT Strategic Roadmap Crowdsourcing  
PIA Template Version 3 – May, 2009

SIGNATURE PAGE		
	Signature	Date
System Owner	<p>Peter J. Tseronis (Print Name)</p> <p> (Signature)</p>	<p>June 16, 2010</p>
Local Privacy Act Officer	Not applicable	Not applicable
Jerry Hanley Chief Privacy Officer	<p></p>	<p>06/17/10</p>
Ingrid Kolb Senior Agency Official for Privacy (SAOP)	<p>N/A PNA</p>	