



PRIVACY IMPACT ASSESSMENT:  
Office of Workforce Development for Teachers and Scientists

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**

<b>Date</b>	August 1, 2009	
<b>Departmental Element &amp; Site</b>	U.S. Department of Energy; Office of Science; Office of Workforce Development for Teachers and Scientists (WDTS) System location – Pacific Northwest National Laboratory, Richland, WA	
<b>Name of Information System or IT Project</b>	iPASS System for DOE Office of Science laboratory fellowship programs, including the SC Graduate Fellowship	
<b>Exhibit Project UID</b>	This system is being developed under DOE contract DE-AC05-76RL01830	
<b>New PIA</b> <input checked="" type="checkbox"/>		
<b>Update</b> <input type="checkbox"/>		
	<b>Name, Title</b>	<b>Contact Information Phone, Email</b>
<b>System Owner</b>	Jeff Estes, Manager Science Education and Community Relations, Pacific Northwest National Laboratory	509-375-2682 Jeff.Estes@pnl.gov
<b>Local Privacy Act Officer</b>	Michael Talbot	(509) 372-4365 Michael.Talbot@pnso.science.doe.gov
<b>Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)</b>	Shannon Mace Pacific Northwest National Laboratory Information Systems Security Manager	(509) 375-6968 Shannon.mace@pnl.gov



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## MODULE I – PRIVACY NEEDS ASSESSMENT

<p><b>Person Completing this Document</b></p>	<p>Michelle Nichols Science Education Specialist Science and Engineering Education</p>	<p>509-375-2682 Michelle.Nichols@pnl.gov</p>
<p><b>Purpose of Information System or IT Project</b></p>	<p>Workforce Development for Teachers and Scientists (WDTS), laboratory fellowship programs are highly visible national initiatives providing undergraduates, graduate students, and K-16 faculty with valuable educational experiences that allow them to participate in mission-related research at DOE facilities. DOE's education programs help ensure an adequate supply of scientists, engineers and technicians for energy-related research, production activities, and the transfer of technology. The advancement of science, mathematics and technology education is an essential part of DOE's mission.</p> <p>The purpose of this system is for applicants for the WDTS laboratory fellowship programs, including SC Graduate Fellowship, Science Undergraduate Laboratory Internship (SULI), Community College Institute of Science and Technology (CCI), Pre-service Teacher (PST), DOE Academies Creating Teacher Scientists (ACTS), Faculty and Student Teams (FaST), to fill out an application, upload unofficial transcripts and have recommendations submitted for them. Ultimately these pieces of information are used in the selection process.</p>	
<p><b>Type of Information Collected or Maintained by the System:</b></p>	<p><input type="checkbox"/> SSN Social Security number</p> <p><input type="checkbox"/> Medical &amp; Health Information e.g. blood test results</p> <p><input type="checkbox"/> Financial Information e.g. credit card number</p> <p><input type="checkbox"/> Clearance Information e.g. "Q"</p> <p><input type="checkbox"/> Biometric Information e.g. finger print, retinal scan</p> <p><input type="checkbox"/> Mother's Maiden Name</p> <p>X DoB, Place of Birth</p> <p><input type="checkbox"/> Employment Information</p> <p><input type="checkbox"/> Criminal History</p> <p>X Name, Phone, Address</p> <p>X Other – Please Specify – home and university address, email address, college/university, major, citizenship, and other optional demographic data (gender, race, ethnicity, and disability).</p>	



## MODULE I – PRIVACY NEEDS ASSESSMENT

<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>	Yes
<p><b>If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)</b></p>	System is being created from scratch and PII is included in this system.

### Threshold Questions

<p><b>1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?</b></p>	Yes
<p><b>2. Is the information in identifiable form?</b></p>	Yes
<p><b>3. Is the information about individual Members of the Public?</b></p>	Yes
<p><b>4. Is the information about DOE or contractor employees?</b></p>	<p>No</p> <p><input type="checkbox"/> Federal Employees</p> <p><input type="checkbox"/> Contractor Employees</p>

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><b>1. AUTHORITY</b></p> <p><b>What specific authorities authorize this system or project, and the associated collection, use, and/or retention of personal information?</b></p>	<p>Authorities regarding the establishment of DOE and its general authority to maintain records in connection to its functions (42 U.S.C. 7101 et seq. and 44 U.S.C. 3101).</p>
<p><b>2. CONSENT</b></p> <p><b>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)?</b></p>	<p>Applicants are not required to provide the requested data. Failure to provide the requested data may affect their eligibility for selection. Failure to provide optional demographic data (gender, ethnicity, dependents, household income, etc.) will not affect eligibility.</p>
<p><b>3. CONTRACTS</b></p> <p><b>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?</b></p>	<p>The DOE Pacific Northwest National Laboratory is involved in the design, development, and maintenance of this new system. Privacy Act clauses are included in their contract, DE-AC05-76RL01830.</p>
<p><b>4. IMPACT ANALYSIS:</b></p> <p><b>How does this project or information system impact privacy?</b></p>	<p>Should not impact privacy based on controls in place. With the appropriate security measures in place (as documented in the system security plan), the privacy impact for the applicant, given the data collected, is low. The applicant's application and redacted unofficial transcript information is shared only with those directly affiliated with the WDTS laboratory fellowship programs.</p>



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**MODULE II – PII SYSTEMS & PROJECTS**

<p><b>5. SORNs</b></p> <p><b>How will the data be retrieved? Can PII be retrieved by an identifier (e.g. name, unique number or symbol)?</b></p> <p><b>If yes, explain, and list the identifiers that will be used to retrieve information on the individual.</b></p>	<p>Data will be retrieved through a backend database lookup based on the individual's name. This lookup will only be performed from pages where the access controls allow such lookup.</p>
<p><b>6. SORNs</b></p> <p><b>Has a Privacy Act System of Records Notice (SORN) been published in the <i>Federal Register</i>?</b></p> <p><b>If "Yes," provide name of SORN and location in the <i>Federal Register</i>.</b></p>	<p>Yes</p> <p>DOE-82-Grant and Contract Records for Research Projects, Science Education, and Related Activities</p>
<p><b>7. SORNs</b></p> <p><b>If the information system is being modified, will the SORN(s) require amendment or revision?</b></p>	<p>No</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>Each individual applicant provides their own information, with the exception of letters of recommendation. Requests for Letters of Recommendations (LOR) are initiated by the applicant by providing a name and email address of a requested recommender. The system emails this recommender with a link for completing a LOR for the requesting applicant. Once the LOR form is completed and submitted by the recommender, the information provided is appended to the applicant's records.</p>
<p><b>9. Will the information system derive new or meta data about an individual from the information collected?</b></p>	<p>No</p>



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## MODULE II – PII SYSTEMS & PROJECTS

<b>10. Are the data elements described in detail and documented?</b>	Detailed data elements are described in the Program Application Submission System (iPASS) security plan, document ID 1321.1, updated 8/21/09. All PNNL requirements for controlling, marking, handling, processing, storing, and disposal of input and output information were certified as being followed for the type of information processed by this system on 8/21/09.
<b>DATA USE</b>	
<b>11. How will the PII be used?</b>	PII will be used to evaluate and select applicants.
<b>12. If the system derives meta data, how will the new or meta data be used?</b>	The system does not derive meta data.
<b>Will the new or meta data be part of an individual's record?</b>	N/A
<b>13. With what other agencies or entities will an individual's information be shared?</b>	None
<b>Reports</b>	
<b>14. What kinds of reports are produced about individuals or contain an individual's data?</b>	Individual applicants can see a report of the data they have provided themselves (via the status page), but cannot see anyone else's data. System administrators can view all data during selection process.
<b>15. What will be the use of these reports?</b>	Reports will be used to evaluate and select applicants for fellowships.
<b>16. Who will have access to these reports?</b>	WDTS staff will and system administrators have access to these reports.
<b>Monitoring</b>	
<b>17. Will this information system provide the capability to identify, locate, and monitor individuals?</b>	No
<b>18. What kinds of information are collected as a function of the monitoring of individuals?</b>	N/A
<b>19. Are controls implemented to prevent unauthorized monitoring of individuals?</b>	N/A

### DATA MANAGEMENT & MAINTENANCE



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<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>Individual's information is provided by the individual and is not validated.</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 operated at only one site, Pacific Northwest National Laboratory.</p>
<b>Retention &amp; Disposition</b>	
<p><b>22. What are the retention periods of data in the information system?</b></p>	<p>Data is retained for ten years for statistical purposes.</p>
<p><b>23. What are the procedures for disposition of the data at the end of the retention period?</b></p>	<p>Data is purged via a secured deletion process. Any physical files will be overwritten in a secure manner (per DOD standards).</p>
<b>ACCESS, SAFEGUARDS &amp; SECURITY</b>	
<p><b>24. What controls are in place to protect the data from unauthorized access, modification or use?</b></p>	<p>Access to data is based on unique user id number/password and role-based access controls.</p>
<p><b>25. Who will have access to PII data?</b></p>	<p>Users have one-time access to their own data, authorized system administrators have access to all data.</p>
<p><b>26. How is access to PII data determined?</b></p>	<p>Detailed data elements are described in the Program Application Submission System (iPASS) security plan, document ID 1321.1, updated 8/21/09. All PNNL requirements for controlling, marking, handling, processing, storing, and disposal of input and output information were certified as being followed for the type of information processed by this system on 8/21/09.</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?**

N/A

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

WDTS system administrators are responsible for ensuring authorized use of personal information via role-based access requirements.

END OF MODULE II



## SIGNATURE PAGE

	Signature	Date
<b>PIA Approval Signatures</b>	<b>Original Copy Signed and On File with the DOE Privacy Office</b>	