



PRIVACY IMPACT ASSESSMENT: INL ATR NSUF Users Week 2009  
PIA Template Version 3 – May, 2009

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>		
<b>Departmental Element &amp; Site</b>	Idaho National Laboratory Information Operations and Research Center (IIRC) Server Room	
<b>Name of Information System or IT Project</b>	Advanced Test Reactor National Scientific User Facility Users Week 2009	
<b>Exhibit Project UID</b>	223809	
<b>New PIA</b> <input type="checkbox"/>	DOE PIA - ATR User Conference Final lxx.doc	
<b>Update</b> <input checked="" type="checkbox"/>		
	<b>Name, Title</b>	<b>Contact Information Phone, Email</b>
<b>System Owner</b>	Mary Catherine Thelen Program Administrator, ATR National Scientific User Facility	208-526-5209 Mary.Thelen@inl.gov
<b>Local Privacy Act Officer</b>	Dale Claflin Privacy Act Officer	208-526-1199 Dale.Claflin@inl.gov



## MODULE I – PRIVACY NEEDS ASSESSMENT

<b>Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)</b>	Daniel Jones Technical Lead, Cyber Security	208-526-6477 Daniel.Jones@inl.gov
<b>Person Completing this Document</b>	Mary Catherine Thelen Program Administrator, ATR National Scientific User Facility	208-526-5209 Mary.Thelen@inl.gov
<b>Purpose of Information System or IT Project</b>	<p>This registration site is used for gathering registration data for the ATR Users Week yearly meetings. In accordance with the ATR NSUF business strategy as approved by DOE, each year the NSUF sponsors a Users Week that offers registrants tours of the ATR and MFC facilities, a choice to enroll in a number of technical courses and a workshop describing opportunities to participate in the NSUF. These meetings increase knowledge and understanding about the ATR NSUF which was designated a National Scientific User Facility by DOE in 2007.</p> <p>In order to communicate with registrants, certain information is requested by the registration site including the registrant's name, address, phone number and email, their affiliation, what tours and courses they want to attend and their citizenship. If they are not a U.S. citizen, additional specific information is collected so that a security plan can be created.</p>	
<b>Type of Information Collected or Maintained by the System:</b>	<input checked="" type="checkbox"/> SSN – If a person does not have a DOE badge and they are a U.S. citizen they input a social security number <input type="checkbox"/> Medical & Health Information <input type="checkbox"/> Financial Information <input checked="" type="checkbox"/> Clearance Information <input type="checkbox"/> Biometric Information <input type="checkbox"/> Mother's Maiden Name <input type="checkbox"/> DoB, Place of Birth <input type="checkbox"/> Employment Information	



## MODULE I – PRIVACY NEEDS ASSESSMENT

- Criminal History
- Name, Phone, Address
- Other – If a registrant is a foreign national, they input the data required by the Security Foreign National Visit form including Visa information, Passport number, Green Card number, etc. Data is encrypted at rest and while in transit.

**Has there been any attempt to verify PII does not exist on the system?**

NO

*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

- 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.**



## MODULE I – PRIVACY NEEDS ASSESSMENT

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>DOE Contract No: DE-AC07-05ID14517</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>If users decline to provide required information, they will NOT be registered for the conference.</p>



## MODULE II – PII SYSTEMS & PROJECTS

<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</p>
<p><b>4. IMPACT ANALYSIS:</b></p> <p>How does this project or information system impact privacy?</p>	<p>There will be no impact to the registrant's privacy. All information in the database is destroyed after the conference has ended.</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>Data can be retrieved by name, S number, SSN, Passport or Visa number</p>
<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>DOE-51, DOE-52</p>



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>7. SORNs</b></p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</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>Individual registrants input data as they register for the meeting.</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>
<p><b>10. Are the data elements described in detail and documented?</b></p>	<p>The data element descriptions are stored within system tables in the database and can be retrieved by queries of those tables</p>
<p><b>DATA USE</b></p>	
<p><b>11. How will the PII be used?</b></p>	<p>To complete the security plan so that non-U.S. citizens can tour INL site facilities.</p>
<p><b>12. If the system derives meta data, how will the new or meta data be used?</b></p> <p>Will the new or meta data be part of an individual's record?</p>	<p>N/A</p>
<p><b>13. With what other agencies or entities will an individual's information be shared?</b></p>	<p>None</p>

**Reports**



## MODULE II – PII SYSTEMS & PROJECTS

<p><b>14. What kinds of reports are produced about individuals or contain an individual's data?</b></p>	<p>a) An excel spreadsheet can be created containing data about foreign nationals.</p> <p>b) A PDF file is created containing the name, affiliation, phone number, email address, and conference agenda plans.</p>
<p><b>15. What will be the use of these reports?</b></p>	<p>a) The data will be used to complete the security plan for foreign nationals.</p> <p>b) This file is used to complete conference planning.</p>
<p><b>16. Who will have access to these reports?</b></p>	<p>ATR NSUF, Program Administrator</p> <p>ATR NSUF, Education Coordinator</p> <p>ATR NSUF, Administrative Assistant</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>The system can be used to locate individuals in order to contact them with information relevant to the conference. Security will use data applicable to foreign nationals to determine whether or not they will be given access to facilities requested in the security plan. No monitoring of individuals is possible.</p>
<p><b>18. What kinds of information are collected as a function of the monitoring of individuals?</b></p>	<p>N/A</p>
<p><b>19. Are controls implemented to prevent unauthorized monitoring of individuals?</b></p>	<p>N/A</p>
<p><b>DATA MANAGEMENT &amp; MAINTENANCE</b></p>	
<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>All data is entered by the individual registrant who is responsible for the accuracy. Because the event is of short duration, there is no need to keep the data current.</p>



## MODULE II – PII SYSTEMS & PROJECTS

<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>N/A</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>The data will be removed from the system 3 or less months after the end of the conference.</p>
<p><b>23. What are the procedures for disposition of the data at the end of the retention period?</b></p>	<p>Procedures are documented in the Records Retention Schedule and established in accordance with approved DOE records schedules.</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>Procedural and physical controls are implemented to prevent misuse. Role based access control and management approvals assist in multiple layers of protection.</p>
<p><b>25. Who will have access to PII data?</b></p>	<p>ATR NSUF Program Administrator, ATR NSUF Education Coordinator, and Database Administrator.</p>
<p><b>26. How is access to PII data determined?</b></p>	<p>Each user must use their email address and password. Each user only has access to his or her individual data; system owner and administrator have access to all data.</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>
<p><b>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?</b></p>	<p>N/A</p>





## MODULE II – PII SYSTEMS & PROJECTS

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

System Manager

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>	