MA-1023

Department of Energy

Privacy Impact Assessment (PIA)

Affects Members Of the Public?	X

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	May 3, 2010
Departmental Element & Site	Office of Fossil Energy Headquarters
Name of Information System or IT Project	Fossil Energy Web System (FEWEB)
Exhibit Project UID	**019-20-01-16-02-3614-00**
New PIA [X] **Update** [ ]	New Privacy Impact Assessment

	Name, Title	Contact Information Phone, Email
System Owner	Eugene Duah Fossil Energy Web System Owner	301-903-0542 eugene.duah@hq.doe.gov
Local Privacy Act Officer	Edward Kilroy Local FE Privacy Act Officer	301-903-2051 edward.kilroy@hq.doe.gov
Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Elizabeth Grimm Fossil Energy-Information System Security Officer	(301) 903-2760 Elizabeth.grimm@hq.doe.gov

PRIVACY
PROGRAM

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MODULE I – PRIVACY NEEDS ASSESSMENT

Person Completing this Document	Rowena Clemente	(703) 377-5327 clemente_rowena@bah.com
Purpose of Information System or IT Project	Fossil Energy Web System (FEWEB) is a Fossil Energy (FE) system that has been categorized as a general support system (GSS). The FEWEB GSS serves as the main communications system for FE Headquarters (HQ) and is used to support internal and external communications of FE's mission and products. The FE environment consists of FEWEB and the following subsystems: Northeast Heating Oil Reserve Sales System (Heating Oil), Fossil Energy Regulatory Gas Activity System (FERGAS), and the Gas Price Watch Hotline.	
Type of Information Collected or Maintained by the System:	☐ SSN Social Security number ☐ Medical & Health Information e.g. blood test results ☐ Financial Information e.g. credit card number ☐ Clearance Information e.g. "Q" ☐ Biometric Information e.g. finger print, retinal scan ☐ Mother's Maiden Name ☐ DoB, Place of Birth ☐ Employment Information ☐ Criminal History ☒ Name, Phone, Address ☐ Other – Please Specify	
Has there been any attempt to verify PII does not exist on the system? 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*	Yes	

MODULE I – PRIVACY NEEDS ASSESSMENT

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)	Manual Scan

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?	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

PRIVACY PROGRAM

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?**	FE's Import/Export Office regulates the import and export of natural gas under section 3 of the Natural Gas Act and 10 C.F.R. 590.202.7, which states, "As disclosed in reports of the Federal Trade Commission made pursuant to S. Res. 83 (Seventieth Congress, first session) and other reports made pursuant to the authority of Congress, it is declared that the business of transporting and selling natural gas for ultimate distribution to the public is affected with a public interest, and that Federal regulation in matters relating to the transportation of natural gas and the sale thereof in interstate and foreign commerce is necessary in the public interest."
2. CONSENT **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)?**	FERGas: Name, address, and phone number are required fields. The fields are required for FERGas pursuant to Sec. 10 CFR 590.202 and must be available to the public and other interested parties under the Natural Gas Act and for court proceedings. The applicant may decline to provide the information, however the application will not be processed. MLEF: Name, address, and phone number are required fields. The applicant may decline to provide the information, but the system will not allow the application to be submitted without the required fields.
3. CONTRACTS **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?**	Yes. Most FEWEB system administrators are contractors. System administrators' primary functions include the development and maintenance of the FEWEB system. Privacy Act clauses are included in all contracts where contractors are involved with the design, development and maintenance of the system.
4. IMPACT ANALYSIS: **How does this project or information system impact privacy?**	FERGas contains the names, phone number, and address of the Natural Gas Importer/Export applicants. FEWEB also contains all of the applications for the Mickey Leland Energy Fellowship (MLEF), which include names, phone number, and address for scholarship applicants. Privacy may be impacted if any of the names, phone numbers, and addresses stored in FEWEB are compromised.

MODULE II – PII SYSTEMS & PROJECTS

5. SORNs **How will the data be retrieved? Can PII be retrieved by an identifier (e.g. name, unique number or symbol)?** **If yes, explain, and list the identifiers that will be used to retrieve information on the individual.**	PII is not retrieved by a name or any other personal identifier. FEWEB does not qualify as a SORN.
6. SORNs **Has a Privacy Act System of Records Notice (SORN) been published in the *Federal Register*?** **If "Yes," provide name of SORN and location in the *Federal Register*.**	N/A
7. SORNs **If the information system is being modified, will the SORN(s) require amendment or revision?**	N/A

DATA SOURCES

8. What are the sources of information about individuals in the information system or project?	Natural Gas Regulatory (FERGas) importer and exporter applicants must provide contact information, which include the point of contact's name, phone number and address. Mickey Leland Energy Fellowship (MLEF) program applicants also provide their name, phone number and address for use in the application screening process.
9. Will the information system derive new or meta data about an individual from the information collected?	There is no new or derived meta data about an individual from the information collected by FEGAS and the MLEF program.
10. Are the data elements described in detail and documented?	The data elements for FERGas and MLEF data are documented in a database schema.

MODULE II – PII SYSTEMS & PROJECTS

DATA USE

11. How will the PII be used?	The PII collected in FERGAS is used for correspondence and inquiry purposes regarding the application to import or export National Gas. The personal information stored for the MLEF program is used in the application screening process.
12. If the system derives meta data, how will the new or meta data be used? **Will the new or meta data be part of an individual's record?**	N/A
13. With what other agencies or entities will an individual's information be shared?	FERGas information is available to the general public. However the information stored on the system for FERGas and MLEF is not specifically shared with other agencies or entities.

Reports

14. What kinds of reports are produced about individuals or contain an individual's data?	FERGas: A report is available on the FERGAS website titled "Applications for Authority to Import and/or Export Natural Gas to/from the United States" which includes the applicant's contact information (name, address, phone number, and employment information). MLEF: There are no reports containing MLEF information produced by the system.
15. What will be the use of these reports?	FERGas: Per the Natural Gas Act, information is available to the public and other parties interested in contacting the company concerning their application filed. MLEF: N/A
16. Who will have access to these reports?	FERGas: Per the Natural Gas Act, information is available to the public and other parties interested in contacting the company concerning their application filed. MLEF: N/A

Monitoring

MODULE II – PII SYSTEMS & PROJECTS

17. Will this information system provide the capability to identify, locate, and monitor individuals?	FERGas: The point of contact's name, phone number, and address, are stored by the system. Therefore, the capability to identify, locate, and monitor individuals exists. MLEF: The applicant's name, phone number, address are stored by the system. Therefore, the capability to identify, locate, and monitor individuals exists.
18. What kinds of information are collected as a function of the monitoring of individuals?	Name, address, and phone number of FERGAS importer/exporter applicants and MLEF applicants are collected by the system, which can be used to monitor individuals.
19. Are controls implemented to prevent unauthorized monitoring of individuals?	FERGas and MLEF PII is limited to FE users with a business need and for FE personnel with responsibilities for the maintenance of the system. Additional information related to access controls (AC family of controls) is detailed in the Office of Fossil Energy System Security Plan v2.6.

DATA MANAGEMENT & MAINTENANCE

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.	FERGas: Once the data is submitted by the applicant, edits are made internally by DOE staff. MLEF: Data accuracy and completeness is verified manually with supplemental information as needed throughout the application process.
21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?	The FEWEB system (which houses the FERGAS and MLEF data) is located and operated in the Office of Fossil Energy Headquarters site in Germantown, MD. The Verio Datacenter can be used as redundant site for FEWEB, it is not used for concurrent processing. In the event that FEWEB, which include FERGAS and MLEF) are offline, the Verio Datacenter may be brought up live depending on ITCP activities and the severity of interruption.

Retention & Disposition

22. What are the retention periods of data in the information system?	FERGas: Data is retained indefinitely for historical records and is used daily for research. MLEF: MLEF data is archived indefinitely at the end of each fiscal year.

MODULE II – PII SYSTEMS & PROJECTS

23. What are the procedures for disposition of the data at the end of the retention period?	The procedures around the disposition of data are documented in the FE HQ System Security Plan (SSP) v2.6. The FE HQ IT Team uses BCWipe for sanitization of hard disks on equipment that will either be transferred or retired.

ACCESS, SAFEGUARDS & SECURITY

24. What controls are in place to protect the data from unauthorized access, modification or use?	FE HQ has controls in place to prevent unauthorized access, modification and use. For a detailed description of logical access controls in place, please reference the FE HQ System Security Plan (SSP) v2.6.
25. Who will have access to PII data?	FERGas: Access to PII data is limited to FE-34 personnel who require access for research purposes and personnel responsible for maintaining and updating the system. MLEF: Access to MLEF PII data is limited to personnel with a need to know (Program Administrators, Site Coordinators) and personnel responsible for maintaining and updating the system (system administrators).
26. How is access to PII data determined?	Access is granted on a need to know basis.
27. Do other information systems share data or have access to the data in the system? If yes, explain.	FEWEB does not share data with other information systems.
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?	FEWEB has an interconnection with DOENet, which provides connectivity between DOE sites and provides FEWEB with internet access. However, the Department of Energy Office of the Chief Information Officer (OCIO), which owns DOENet, does not have access to the data contained in FEWEB. An Interconnection Security Agreement between the DOE OCIO and FE is not in place.
29. Who is responsible for ensuring the authorized use of personal information?	The FEWEB system owner is the individual responsible for ensuring that the personal information contained in the system is appropriately used solely for mission and business purposes.

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