

Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: RL-2007/Occupational Medicine Contract–AdvanceMed Hanford
Bureau: Department of Energy (DOE)
Project’s Unique ID: Revenue as part of Exhibit 53 Identification number: 019-10-01-05-02-0004-00-404-138 (RL OMC Non-Major Mission Support IT Investments
Date: August 28, 2007

A. CONTACT INFORMATION:

1) Who is the person completing this document?

Barbara Caldwell
CIO/IT Team Leader
AdvanceMed Hanford
1979 Snyder MSIN G3-70
Richland, WA 99354

2) Who is the system owner?

Jose (Joe) R. Franco
Assistant Manager for River Corridor
U.S. Department of Energy, Richland Operations Office (RL)
P.O. Box 550 MSIN L4-80
Richland, WA 99352

3) Who is the system manager for this system or application?

Dana Kranz
Chief Information Officer
RL
P.O. Box 500 MSIN A2-15
Richland, WA 99352

4) Who is the IT Security Manager who reviewed this document?

Harry Bell
Information System Security Manager (ISSM)
RL
P.O. Box 550 MSIN A6-35
Richland, WA 99352

5) Who is the Privacy Act Officer who reviewed this document?

Dorothy Riehle

**Privacy Officer
RL
P.O. Box 550 MSIN A7-75
Richland, WA 99352**

**Abel Lopez, Director
FOIA and Privacy Act Group
U.S. Department of Energy
1000 Independence Avenue, SW
Washington, DC 20585**

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes

a. Is this information identifiable to the individualⁱ?

Yes

b. Is the information about individual members of the public?

Yes

c. Is the information about DOE or contractor employees?

Yes

2) What is the purpose of the system/application?

The Revenue application is used for identifying and billing DOE for medical services provided to the worker population.

3) What legal authority authorizes the purchase or development of this system/application?

Atomic Energy Act of 1954 Title 42, United States Code (U.S.C.), Section 2051a), section 31a; Economic Act of 1932, as amended 31 U.S.C. 1535; 42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401 *et seq.*; and DOE Order 440.1A.

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

Present and former DOE employees and present and former DOE contractor employees.

2) What are the sources of information in the system?

a. Is the source of the information from the individual or is it taken from another source?

The source of the data is downloaded from the Occupational Health & Safety database (OHS) and from the Behavioral Health Services (BHS) Therascribe database.

b. What Federal agencies are providing data for use in the system?

RL

b. What Tribal, State and local agencies are providing data for use in the system?

None

d. From what other third party sources will data be collected?

None

d. What information will be collected from the individual and the public?

Name, Social Security Number, Hanford identification number (HID) , and employing contractor.

3) Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOE records be verified for accuracy?

Data is verified by individual at the source database.

b.c.How will data be checked for completeness?

Exception reports are generated.

c.d. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date?

Yes. By various exception reports that may show differences or out-of-date data.

d.e. Are the data elements described in detail and documented?

No.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

Yes.

2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

No.

3) Will the new data be placed in the individual's record?

N/A

4) Can the system make determinations about employees/public that would not be possible without the new data?

N/A

5) How will the new data be verified for relevance and accuracy?

N/A

6) If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?

N/A

7) If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access?

N/A

8) How will data be retrieved? Does a personal identifier retrieve the data?

No.

If yes, explain and list the identifiers that will be used to retrieve information on the individual. N/A

9) What kinds of reports can be produced on individuals?

None

What will be the use of these reports?

N/A

Who will have access to them?

N/A

10) 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)?

N/A

E. Maintenance and Administrative Controls:

1) If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?

N/A

2) What are the retention periods of data in the system?

Records retention and disposal authorities are contained in the National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.

3) What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?

Procedures are documented in the Records Schedule and established in accordance with NARA General Records Schedule.

4) Is the system using technologies in ways that DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?

No

5) How does the use of this technology affect public/employee privacy?

N/A

6) Will this system provide the capability to identify, locate, and monitor individuals?

No

7) What kinds of information are collected as a function of the monitoring of individuals?

N/A

8) What controls will be used to prevent unauthorized monitoring?

N/A

9) Under which Privacy Act system of records notice does the system operate?

DOE-19 – Accounts Receivable Financial Systems

10) If the system is being modified, will the Privacy Act system of records notice require amendment or revision?

No

F. Access to Data:

1) Who will have access to the data in the system?

Only authorized financial personnel who have a need-to-know and are approved by management.

2) How is access to the data by a user determined?

Access is governed by a need-to-know basis .

3) Will users have access to all data on the system or will the user's access be restricted?

Access is limited by user roles

4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

Policies and procedures are in place. Requests for access to data requires approval from management and system administrator.

5) Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses included in their contracts and other regulatory measures addressed?

Yes. 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 RL. The contractor shall ensure that all RL documents

and software processed, and the information contained therein, are protect for unauthorized used and mishandling by assigned personnel.

6) Do other systems share data or have access to the data in the system? If yes, explain.

Yes. Data is feed into the Revenue database from the Occupational Health & Safety database and the Behavioral Health Services (BHS) Therascribe database.

7) Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?

Jose (Joe) R. Franco
Assistant Manager for River Corridor
RL
P.O. Box 550
Richland, Wa. 99352

8) Will other agencies share data or have access to the data in this system?

No

9) How will the data be used by the other agency?

N/A

10) Who is responsible for assuring proper use of the data?

N/A

The Following Officials Have Approved this Document

1. System Manager

Harry E Bell (Signature) 8/28/07 (Date)
 for Name: Dana Kranz
 Title: RL Chief Information Officer

2. Privacy Act Officer (Field Office)

Dorothy Riente (Signature) 8/28/07 (Date)
 Name:
 Title: Dorothy Riente, RL and PA Officer

3. Privacy Act Officer (Headquarters)

Abel Lopez (Signature) 9/6/07 (Date)
 Name: Abel Lopez
 Title: Director, FOIA and Privacy Act Group

4. Senior Official for Privacy Policy

Ingrid A.C. Kolb (Signature) 9-7-07 (Date)
 Name: Ingrid A.C. Kolb
 Title: Director, Office of Management