


U.S. Department of Commerce
NOAA



Privacy Impact Assessment
for the
NOAA0900
NOAA/Everbridge Mass Notification System (EMNS)

Reviewed by: _____, Bureau Privacy Officer or Designee

Approved by:  _____, DOC Chief Privacy Officer

Date approved: 4/14/14

U.S. Department of Commerce Privacy Impact Assessment NOAA/Everbridge Mass Notification System (EMNS)

Unique Project Identifier: 006-000351100 00-48-02-00-01-00

Introduction: System Description

This system is designed to help respond in a fast and decisive way during emergency situations. The multi-modal communications system, including phone, text, email, pagers, and more, allows NOAA to rapidly and efficiently reach our staff wherever they are. This ensures the safety and security of all staff (including contractors and associates) during emergencies. The information in the system is obtained from the NOAA Staff Directory and consists of contact information: name, telephone number, email address, mobile phone of employees and associates, job title and work address. There is no information sharing outside of NOAA.

The authority for the collection of this data is Federal Continuity Directive 1, Code of Federal Regulations, Title 41, Chapter 102 Federal Management Regulation (FMR), Part 102-74 (41 CFR §102-74.230 - 102-74.260), DOC's Departmental Organizational Order (DOO) 20-6, and guidance provided by DOC's Manual of Security Policies and Procedures, Chapter 7.

This is a moderate impact system.

Section 1: Information in the System

1.1 Indicate what personally identifiable information (PII)/business identifiable information (BII) is collected, maintained, or disseminated. Check all that apply.

Identifying Numbers (IN)					
a. Social Security	<input type="checkbox"/>	e. Alien Registration	<input type="checkbox"/>	i. Financial Account	<input type="checkbox"/>
b. Taxpayer ID	<input type="checkbox"/>	f. Driver's License	<input type="checkbox"/>	j. Financial Transaction	<input type="checkbox"/>
c. Employee ID	<input type="checkbox"/>	g. Passport	<input type="checkbox"/>	k. Vehicle Identifier	<input type="checkbox"/>
d. File/Case ID	<input type="checkbox"/>	h. Credit Card	<input type="checkbox"/>	l. Employer ID Number	<input type="checkbox"/>
m. Other identifying numbers (specify):	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

General Personal Data (GPD)					
a. Name	<input checked="" type="checkbox"/>	g. Date of Birth	<input type="checkbox"/>	m. Religion	<input type="checkbox"/>

b. Maiden Name		h. Place of Birth		n. Financial Information	
c. Alias		i. Home Address		o. Medical Information	
d. Gender		j. Telephone Number	X	p. Military Service	
e. Age		k. Email Address	X	q. Physical Characteristics	
f. Race/Ethnicity		l. Education		r. Mother's Maiden Name	
s. Other general personal data (specify):					

Work-Related Data (WRD)					
a. Occupation		d. Telephone Number	X	g. Salary	
b. Job Title	X	e. Email Address	X	h. Work History	
c. Work Address	X	f. Business Associates			
i. Other work-related data (specify):					

Distinguishing Features/Biometrics (DFB)					
a. Fingerprints		d. Photographs		g. DNA Profiles	
b. Palm Prints		e. Scars, Marks, Tattoos		h. Retina/Iris Scans	
c. Voice Recording/Signatures		f. Vascular Scan		i. Dental Profile	
j. Other distinguishing features/biometrics (specify):					

System Administration/Audit Data (SAAD)					
a. User ID		c. Date/Time of Access		e. ID Files Accessed	
b. IP Address		d. Queries Run		f. Contents of Files	

g. Other system administration/audit data (specify):				
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Other Information (specify)

1.2 Indicate sources of the PII/BII in the system. Check all that apply.

Directly from Individual about Whom the Information Pertains					
In Person	X	Hard Copy: Mail/Fax		Online	X
Telephone		Email			
Other (specify):					

Government Sources					
Within the Bureau	X	Other DOC Bureaus		Other Federal Agencies	
State, Local, Tribal		Foreign			
Other (specify):					

Non-government Sources					
Public Organizations		Public Media, Internet		Private Sector	
Commercial Data Brokers					
Other (specify):					

Section 2: Purpose of the System

2.1 Indicate why the PII/BII in the system is being collected, maintained, or disseminated. Check all that apply.

Purpose			
To determine eligibility		For administering human resources programs	
For administrative matters		To promote information sharing initiatives	
For litigation		For criminal law enforcement activities	
For civil enforcement activities		For intelligence activities	
Other (specify):		Incident notification	X

Section 3: Use of the System

3.1 Provide an explanation of how the bureau will use the PII/BII to accomplish the checked purpose(s), e.g., to verify existing data. Describe why the PII/BII that is collected, maintained, or disseminated is necessary to accomplish the checked purpose(s) and further the mission of the bureau and/or the Department. Indicate if the PII/BII identified in Section 1.1 of this document is in reference to a federal employee/contractor, member of public, foreign national, visitor or other (specify).

This emergency notification system is a web-based, software-as-a-service, vendor-hosted mass notification system that provides tools for reaching pre-defined contacts during an emergency situation. The purpose of the Emergency Notification System is to simplify management of emergency communication processes and procedures quickly and easily to communicate with all employees, Associates and visitors. This system is designed to help respond in a fast and decisive way during emergency situations. The multi-modal communications system, including telephone, text, email, pagers, and more, allows NOAA to rapidly and efficiently reach our staff wherever they are. This ensures the life safety and security of all staff (including contractors and associates) during emergencies.

The data collected contains personally identifiable information (PII) disclosed by the end-user for contacting in the case of emergency situations.

Section 4: Information Sharing

4.1 Indicate with whom the bureau intends to share the PII/BII in the system and how the PII/BII will be shared.

Recipient	How Information will be Shared			
	Case-by-Case	Bulk Transfer	Direct Access	Other (specify)
Within the bureau			X	
DOC bureaus				
Federal agencies				
State, local, tribal gov't agencies				
Public				
Private sector				
Foreign governments				
Foreign entities				
Other (specify):				

	The PII/BII in the system will NOT be shared.
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Section 5: Notice and Consent

5.1 Indicate whether individuals will be notified if their PII/BII is collected, maintained, or disseminated by the system. Check all that apply.

X	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 6.	
X	Yes, notice is provided by other means.	Specify how: Notice is provided to client users when they provide optional information to the NOAA Lightweight Directory Access Protocol (staff directory). There is a notice on the page on which information is submitted, as well as the privacy notice which is on all NOAA web pages.

	No, notice is not provided.	Specify why not:
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5.2 Indicate whether and how individuals have an opportunity to decline to provide PII/BII.

X	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how: Users are presented with the options on the staff directory (<u>LDAP</u>) screen where data is optionally entered.
	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not:

5.3 Indicate whether and how individuals have an opportunity to consent to particular uses of their PII/BII.

X	Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how: Users are presented with the options on the -staff directory (<u>LDAP</u>) screen where data is optionally entered.
	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not:

5.4 Indicate whether and how individuals have an opportunity to review/update PII/BII pertaining to them.

X	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	Specify how: Users are presented with the options on the staff directory (<u>LDAP</u>) screen where data is optionally entered. This update reminder is displayed upon system entry for any purpose.
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

Section 6: Administrative and Technological Controls

6.1 Indicate the administrative and technological controls for the system. Check all that apply. *Also see Appendix A, a checklist for more specific controls. This appendix will be removed after the PIA is approved.*

	All users signed a confidentiality agreement.
	All users are subject to a Code of Conduct that includes the requirement for confidentiality.
X	Staff received training on privacy and confidentiality policies and practices.

	Access to PII/BII is restricted to authorized personnel only.
X	The information is secured in accordance with FISMA requirements. Provide date of most recent Assessment and Authorization: <u> 2/21/2014 </u>
X	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
X	NIST 800-122 recommended security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan of Action and Milestones (POAM). See Appendix A.
X	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
	Other (specify):

Section 7: Privacy Act

7.1 Indicate whether a system of records is being created under the Privacy Act, 5 U.S.C. § 552a. *(A new system of records notice (SORN) is required if the system is not covered by an existing SORN).*

As per the Privacy Act of 1974, "the term 'system of records' means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual."

X	Yes, this system is covered by an existing system of records notice. Provide the system name and number: DEPT-18: Employees' personnel files not covered by notices of other agencies. That is, the information in this system is a subset of that information.
	Yes, a system of records notice has been submitted to the Department for approval on <u>(date)</u> .
	No, a system of records is not being created.

Section 8: Retention of Information

8.1 Indicate whether these records are covered by an approved records control schedule and monitored for compliance. Check all that apply.

X	There is an approved record control schedule. Provide the name of the record control schedule: NOAA Chapter 100: Enterprise-Wide Functions. Electronic Records: General Records Schedule 20, Electronic Records. Individual records are removed manually from the system at separation.
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	No, there is not an approved record control schedule. Provide the stage in which the project is in developing and submitting a records control schedule:
	Yes, retention is monitored for compliance to the schedule.
X	No, retention is not monitored for compliance to the schedule. Provide explanation: We keep only the information most recently entered by the individual. Individual information is updated or deleted per the information we receive.