

**U.S. Department of Commerce
NOAA**



**Privacy Impact Assessment
for
The National Water Center
NOAA8202**

Reviewed by: _____, Bureau Privacy Officer or Designee

Approved by:  _____, DOC Chief Privacy Officer

Date approved: 7/17/2015

U.S. Department of Commerce Privacy Impact Assessment

NOAA/The National Water Center

Unique Project Identifier: 006-48-01-12-02-3115-00

Introduction: System Description

NOAA8202, the *National Water Center (NWC)*, includes five (5) geographically distributed IT systems within its IT security boundary. These systems support the National Weather Service (NWS) hydrology and water resources program objectives, including:

- Operations and Maintenance (O&M) of products and services,
- Research to Operations (R2O) development activity, and
- General administrative support functions.

NOAA8202 O&M hosts data collection and ingest, modeling and assimilation, data processing, and data dissemination to generate hydrology and water resources products and services that support NWS forecast operations. Specific NOAA8202 O&M systems are:

- The Hydrometeorological Automated Data System (HADS), located in the NWS Headquarters, Silver Spring, MD
- The Airborne Snow and Soil Moisture Survey Program, located in the National Operational Hydrologic Remote Sensing Center (NOHRSC), in Chanhassen, MN
- The Snow Data Assimilation System (SNODAS), located in Chanhassen, MN
- The National Snow Analysis (NSA) system, located in Chanhassen, MN
- The Precipitation Frequency Data Server, located in Silver Spring, MD

The NOAA Environmental Super Computing Center (NESCC) in Fairmont, WV and the Cold Regions Research and Engineering Laboratory (CRREL), an Army Corps of Engineers facility in Hanover, NH, back up the respective primary facilities in Silver Spring and Chanhassen.

In addition to developing and enhancing the *operational* systems identified above, NOAA8202 R2O supports *research and development* of system components (hardware, software, and data) deployed to the NWS River Forecast Centers (RFC) and Weather Forecast Offices (WFO), the NWC, and the National Centers for Environmental Prediction (NCEP):

- Advanced Weather Interactive Processing System (AWIPS), including Community Hydrologic Prediction System (CHPS),
- Hydrometeorological Design Studies Center,
- Water Forecast Improvement Preparatory Project (WFIPP), and
- Integrated Water Resources Science and Services (IWRSS).

There is physical and/or logical separation between the NOAA8202 operational and non-operational IT (development and business administration) services. New and updated system components are tested and quality controlled in the NOAA8202 proving ground prior to deployment.

The NWC collects and maintains Personally Identifiable Information (PII) and Business

Identifiable Information (BII) on both HADS and NOHRSC for the following administrative support purposes:

1. For continuity of operations (COOP) calling trees: name, job title, government phone number, address, and email address, home telephone number and email address.
2. For establishing IT system user accounts: name, office, government phone number, address, and email address and all system administration/audit information, as well as File Transfer Protocol (FTP) site and password.
3. For NWC web site staff contact information page: name, government phone number, address, and email address.

Data requestor BII is collected for all R2O and O&M systems, except for the Precipitation Frequency Data Server, and is used for information sharing, to assist in supporting the mission of the NWS to protect life and property. The data requestor (any Federal, State or Local Government entity or university) submits contact information to the SNODAS Operations Manager in order to receive the weather data collected by satellite (rainfall/snowfall amounts, temperature, etc.). Information collected is the name of contact, business phone number, business address, business email address, and IP address. The information is internal to the application and there is no public access to any of these records.

No PII or BII is distributed outside of NOAA, other than the NWC employee contact information provided on the publicly viewable NWC web site (name; government phone number, address, and email address). No BII is distributed.

The legal authorities for the information collection addressed in this PIA are:

- 5 U.S.C. § 301 authorizes the operations of an executive agency, including the creation, custodianship, maintenance and distribution of records.
- 15 U.S.C. § 1512 is an Organic Law which confers general powers and duties authority to executive agencies, vesting jurisdiction and control of departments, bureaus, offices and branches.

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		e. Alien Registration		i. Financial Account	
b. Taxpayer ID		f. Driver's License		j. Financial Transaction	
c. Employee ID		g. Passport		k. Vehicle Identifier	
d. File/Case ID		h. Credit Card		l. Employer ID Number	
m. Other identifying numbers (specify):					

General Personal Data (GPD)					
a. Name	x	g. Date of Birth		m. Religion	
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	x	c. Date/Time of Access	x	e. ID Files Accessed	x
b. IP Address	x	d. Queries Run	x	f. Contents of Files	x
g. Other system administration/audit data (specify): FTP site and password					

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	X	Email	X		
Other (specify):					

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

Non-government Sources			
Public Organizations	X	Public Media, Internet	Private Sector X
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	X	To promote information sharing initiatives	X
For litigation		For criminal law enforcement activities	
For civil enforcement activities		For intelligence activities	
Other (specify):			

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).

The NWC collects and maintains PII/BII on both HADS and NOHRSC for the following administrative support purposes:

1. For continuity of operations (COOP) calling trees: To contact employees in order to facilitate the performance of the agency's essential functions during an emergency situation that may disrupt normal operations (employees).
2. For establishing IT system user accounts (employees and contractors).
3. For NWC web site staff contact information page: To provide contact information of NOAA employees in order for the public to receive information (employees).
4. To send data requestors (federal, state or local government entities or universities) weather data collected by satellite (members of the public).

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, triba gov't agencies				
Public			X	
Private sector				
Foreign governments				
Foreign entities				
Other (specify):				

The PII/BII in the system will not be shared.

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.

<input type="checkbox"/>	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: An administrator provides notification through a request by email or in person each time information is collected to all individuals about whom information is required.
<input type="checkbox"/>	No, notice is not provided.	Specify why not:

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: Each time that information is requested, an individual may decline to provide the information, either by email or in person. However, the information is required for the execution of the unit's mission.
<input type="checkbox"/>	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: Each time that information is requested, an individual may consent to provide all or part of the information, either by email or in person. However, all of the information is required for the execution of the unit's mission.
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	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not:
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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: Specify how: An employee/contractor may submit a PII/BII change request to their supervisor, for immediate attention. Data requestors can provide PII/BII updates by telephone or email to the SNODAS Operations Manager.
	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.

	All users signed a confidentiality agreement.
X	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.
X	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: 9/24/2014.
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: Commerce/Dept-18, Employees Personnel Files not covered by Notices of other agencies; NOAA-11, NOAA Mailing Lists
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<input type="checkbox"/>	Yes, a system of records notice has been submitted to the Department for approval on (date).
<input type="checkbox"/>	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	<p>There is an approved record control schedule. Provide the name of the record control schedule:</p> <p>NOAA Records Schedules:</p> <ul style="list-style-type: none"> • Chapter 100-24, Information Technology Operations and Management Records • Chapter 1301-20, Customer Inquiries
	<p>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:</p>
X	<p>Yes, retention is monitored for compliance to the schedule.</p>
	<p>No, retention is not monitored for compliance to the schedule. Provide explanation: The records are purged when users no longer wish to be sent information or if there is no contact from user for an extended period of time.</p>