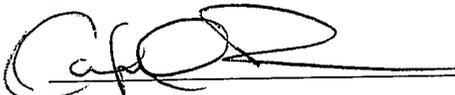


U.S. Department of Commerce
NOAA



Privacy Impact Assessment
for the
National Weather Service Training Center (NOAA8876)

Reviewed by: _____, Bureau Privacy Officer or Designee

Approved by: , DOC Chief Privacy Officer

Date approved: 10/1/2014

U.S. Department of Commerce Privacy Impact Assessment

National Weather Service Training Center

Unique Project Identifier: This system is currently not associated with an Exhibit 300. It will probably become part of NOAA IT Infrastructure, but NWS is in the process of reorganization, so it is yet to be determined.

Introduction: System Description

The National Weather Service Training Center (NWSTC), in support of the NWS mission, develops and provides training on leadership, weather, hydrology, climate, forecasts, and warnings. Training is also provided in the areas of IT administration, IT security, and repair and maintenance of national support equipment in support of the NWS mission. It does not produce any operational data to any public resource.

The center's primary purpose is to support the administrative and training duties for the mission of the NWSTC. It is used to display equipment operating procedures, IT systems security, IT systems administration, maintenance, and engineering schematics. It also is used to develop distance learning modules for computer based training and to provide leadership training, of federal employees. It also supports the administrative functions and the scientific & technical research and innovations activities of employees within the organization.

PII is collected to manage enrollment in classes and build class rosters for the instructors. The PII is not shared outside of the NWSTC. In addition, the files are not retrieved by means of PII, but by class title.

This is a low impact system, but no sensitive PII is collected.

These statutes authorizing the operations of an agency, 5 U.S.C. 301, 1302, 2951, and 4118, are applicable.

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		p. Military Service
e. Age		k. Email Address		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		e. Email Address	X	h. Work History
c. Work Address		f. Business Associates		
i. Other work-related data (specify):				

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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):					

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		Hard Copy: Mail/Fax		Online	
Telephone		Email			

Other (specify):				
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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	X	To promote information sharing initiatives	
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 student's (federal employee's) name, work phone number, and work email address are collected to manage enrollment and create class rosters for the instructors. Information is entered in spreadsheets that are stored on shared drives within the system.

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				
DOC bureaus				
Federal agencies				
State, local, tribal gov't agencies				
Public				
Private sector				
Foreign governments				
Foreign entities				
Other (specify):				

X 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.

	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: Supervisors or regional leads register the student and inform him that he is registered and that PII was used for the registration process. Regional leads are given a certain number of training slots to fill and it is their job to know who is due for training in their region. If the regional lead is the one to register the staff, he/she coordinates with the supervisor for approval.
	No, notice is not provided.	

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: If the student does not want to take the class, he will ask his supervisor/regional lead to decline. Registration cannot be completed without the student's information.
	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: Students may provide consent for use of their PII to their supervisor or regional lead when they are informed about class registration. Registration for a class is the only use for the information.
	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	Specify how: When classes meet, students can update their
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review/update PII/BII pertaining to them.	information with their instructor. The instructor records the changes on the paper spreadsheet and he or a support staff makes the changes in the data base. The student's current information may be on the sign-in sheet; if not, it is the student's responsibility to check his listing in the staff directory or the Commerce Learning Center.
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.
	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: <u>09/15/2013</u>
*	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
	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.
	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
X	Other (specify): NWSTC management, administrative staff, and IT staff have "read write" access. All other staff has "read only" access.

*System is FIPS 199-Low, but no sensitive PII is present.

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."

	Yes, this system is covered by an existing system of records notice. Provide the system name and number:
	Yes, a system of records notice has been submitted to the Department for approval on <u>(date)</u> .
X	No, a system of records is not being created. There are not individual records retrieved by means of PII; it is simply a roster.

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 Records Schedule, 100-21 Training and Workshop Records
	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:
X	Yes, retention is monitored for compliance to the schedule.
	No, retention is not monitored for compliance to the schedule. Provide explanation: