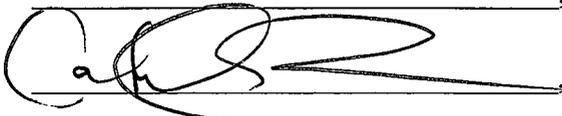


U.S. Department of Commerce
NOAA



Privacy Impact Assessment
for the
Southern Region General Support System (GSS) (NOAA8884)

Reviewed by: _____, Bureau Privacy Officer or Designee

Approved by:  _____, DOC Chief Privacy Officer

Date approved: 7/31/2014

U.S. Department of Commerce Privacy Impact Assessment NOAA/Southern Region General Support System (GSS)

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

Introduction: System Description

The National Weather Service (NWS) Southern Region provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy. NWS data and products form a national information database and infrastructure, which can be used by our partners, the public, and the global community. Issuance of products including forecasts and warning is dependent on a complex interaction of many information resources and systems. The GSS is designed and used to support the collection, processing, and dissemination of data that supports the mission of the organization. It also supports the administrative functions and the scientific and technical research and innovations activities of employees within the organization.

Although there are a variety of hardware and operating systems, all the activities are interconnected. The system provides direct or indirect mission support for the NWS as a Government agency. Mission Support infrastructure encompasses Wide Area Networks (WAN), Local Area Networks (LAN), host computer systems, client-server and web-based server systems. The system supports a variety of users, functions, and applications, including word processing, financial data, spreadsheets, presentation graphics, database development and management, electronic mail, image processing, electronic commerce, project management, training, research and development, and collaboration.

The only personally identifiable information (PII) maintained in the system is in a local database at the local Weather Forecast Office/River Forecast Center that maintains information on volunteers who provide weather reports to them.

The statutory authority covering the collection of this data is 5 U.S.C 301, Departmental Regulations and 15 USC 1512 - Sec. 1512, Powers and Duties of Department [of Commerce].

This is a moderate level 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	X	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): Brief description of where they live (i.e. 2 Miles West of Pleasant Hill)					

Work-Related Data (WRD)					
a. Occupation		d. Telephone Number		g. Salary	
b. Job Title		e. Email Address		h. Work History	
c. Work Address		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		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	X	Hard Copy: Mail/Fax		Online	
Telephone	X	Email			
Other (specify):					

Government Sources					
Within the Bureau		Other DOC Bureaus		Other Federal Agencies	

State, Local, Tribal		Foreign			
Other (specify):					

Non-government Sources					
Public Organizations		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	x	For administering human resources programs	
For administrative matters	x	To promote information sharing initiatives	
For litigation	x	For criminal law enforcement activities	
For civil enforcement activities	x	For intelligence activities	
Other (specify): To keep a contact list of volunteers reporting the weather conditions.	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).

There are local databases at the local WFO/RFC that maintain information on volunteers who provide weather reports to them. The databases hold the following information on these volunteers, in order to contact them when needed and as a record of who provides the information.

- First and last name
- Mailing address
- Phone (home/cell)
- Email address
- Brief description of where they live (i.e. 2 Miles West of Pleasant Hill)

All of this information is voluntary and the Co-Op Observer has the right to opt-out of the program at any time. This information is entered into a NOAA database called the Cooperative Station Service Accountability (CSSA), located and maintained by NWS Office of Climate Weather and Water Services (OCWWS).

A locally assigned NWS staff person is responsible for entry of this information into the CSSA database. A limited amount of this data is retained in the local office for quick access to contact the Co-Op in case of equipment outages.

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.
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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.

	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 provided when information is collected, via

		a cooperative agreement form.
	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: All of this information is voluntary, as part of the cooperative agreement to work with the NWS on providing observations. The only means of providing the PII is by completion and signing of the cooperative agreement form.
	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.

	Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how:
X	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not: The only use of the information is for contact purposes, which is specified in the cooperative agreement form. No other uses are suggested or specified.

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: The local manager make trips to each volunteer's residence twice monthly to monitor the equipment and answer any questions. These visits are the opportunity for updates, and the local manager can give the current information to the volunteer if review is needed.
	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.
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>5-12-2014</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.
	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 A System of Records has been created and is covered by the SORN NOAA-11 – NOAA Mailing Lists.

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: NOAA-11 (update submitted to DOC 5-30-13)
	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: Chapter 1300- Weather, 1307-05
	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: