

U.S. Department of Commerce
NOAA



Privacy Impact Assessment
for the
National Weather Service (NWS) Western Region General Support
System (NOAA8885)

Reviewed by: _____, Bureau Privacy Officer or Designee

Approved by:  _____, DOC Chief Privacy Officer

Date approved: 6/10/2014

**U.S. Department of Commerce Privacy Impact Assessment
National Weather Service (NWS) Western Region Headquarters General
Support System (NOAA8885)**

Unique Project Identifier: 006-48-02-00-01-0511-00

Introduction: System Description

This system is designed and used to collect, process, and disseminate supplemental weather data that supports warning and forecast products. It also supports the administrative functions and the scientific & technical research and innovations activities of employees within the organization (NWS).

The NWS Western Region Headquarters Workforce Database, located in Salt Lake City, Utah, consists of basic identifying information about employees, contractors and volunteers. The database is maintained as a supplement to other employee records and is used by Western Region Headquarters Administration staff to aid in tracking job vacancies, developing statistical reports, and performing other related administrative tasks.

There are also local databases at the WFO/RFC that maintain information on volunteers who provide weather reports to NWS staff. Additionally, a database is maintained to provide an automated weather real-time, warning messaging service for emergency planners and the emergency response community.

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 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): Spotter ID , radio call sign if applicable (volunteers)					

General Personal Data (GPD)			
a. Name	X	g. Date of Birth	
b. Maiden Name		h. Place of Birth	
c. Alias		i. Home Address	X
d. Gender		j. Telephone Number	X
e. Age		k. Email Address	X
f. Race/Ethnicity		l. Education	
		m. Religion	
		n. Financial Information	
		o. Medical Information	
		p. Military Service	
		q. Physical Characteristics	
		r. Mother's Maiden Name	
s. Other general personal data (specify): For volunteers: County, elevation, latitude/longitude, hours to contact for severe weather reports, possession of a rain gauge, anemometer, thermometer, snow stick, or weather station, twitter account/facebook account information, last time attended spotter class.			

Work-Related Data (WRD)			
a. Occupation	X	d. Telephone Number	X
b. Job Title	X	e. Email Address	X
c. Work Address	X	f. Business Associates	
		g. Salary	X
		h. Work History	X
Other work-related data (specify): GS level/series, position, division/organization name, regional office location, optional text field with current/relevant personnel issues.			

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

System Administration/Audit Data (SAAD)			
a. User ID	X	c. Date/Time of Access	X
b. IP Address	X	d. Queries Run	
		e. ID Files Accessed	
		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	
Telephone	X	Email	X
		Online	X
Other (specify):			

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

Non-government Sources			
Public Organizations		Public Media, Internet	Private Sector
Commercial Data Brokers			X
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		For criminal law enforcement activities	
For civil enforcement activities		For intelligence activities	
Other (specify): Weather data dissemination	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).

The NWS Western Region Headquarters Workforce Database maintains information concerning federal employees and contractors in the Western Region workforce. This information is managed by the NWS Western Region Headquarters Administration Personnel.

The information maintained includes:

- Name
- Position
- GS Level/Series
- Division/Organization Name
- Regional Office Location
- Optional text field with current/relevant personnel issues.

This information is maintained to aid in tracking job vacancies, maintenance of organization structures, and other administrative related activities. The information is used by Western Region Headquarters Administration staff to supplement managing employee records, providing statistical data, tracking volunteers and students, etc. The information is not shared with any third parties or unauthorized personnel. The information is not available to the general public, other NWS Regions, or other NOAA components. General information is only available to members of the NWS Western Region. Specific information about individual personnel is only available to authorized NWS Western Region Headquarters Administration Staff.

There are also local databases at the local WFO/RFC that maintain information on volunteers who provide weather reports to staff. The WFO/RFC database information is collected to contact volunteers when severe weather information is needed. The database holds the following information on these volunteers:

- First and last name
- Mailing address
- County
- Phone (home/cell)
- Spotter ID
- Elevation
- Email address
- What hours they can be contacted for severe weather reports
- Do they have a rain gauge, anemometer, thermometer, snow stick, or weather station
- Radio Call sign
- Twitter account
- Facebook account
- Last time attended spotter class
- Latitude/Longitude

Information in this database is provided on a voluntary basis; volunteers sign up and provide the information during spotter talks the NWS provides in preparation for the severe weather season. Volunteers have the opportunity to decline providing their information, if they do not want to participate in the future. This database information is accessible to forecast staff so they can contact volunteers for severe weather information.

An additional database is maintained at WRHQ to provide an automated weather real-time, warning messaging service for emergency planners and the emergency response community. Collected personal information such as e-mail and cell phone numbers are used to validate accounts and to provide customized alerts (NWS warnings, watches and advisories) via mobile devices. Valid account information consists of:

- First and Last Name
- Organization
- Job Title
- City and State
- Valid email address
- Cell phone

All information is provided on a voluntary basis. The information collected is used to respond to user inquiries or to provide services requested by the users.

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: For the volunteer and emergency planning and response databases, information is provided on a voluntary basis and users are notified by a statement on the volunteer and emergency planning forms. For the workforce database, individuals are notified at the time of employment that the collection of this information is mandatory as a condition of employment.
	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: For the volunteer and emergency planning and response databases, the information is provided on a purely volunteer basis and users are not required to provide information.
X	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not: For the workforce database, individuals (federal employees) do not have an opportunity to decline having their information added to this database, as providing this information is a condition of employment.

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: For the volunteer and emergency planning and response data, the information is provided on a purely volunteer basis and users provide the information to participate in the program which constitutes consent to use the information for the stated purpose. The NOAA Web site privacy policy states "Submitting voluntary information constitutes your consent to the use of the information for the stated purpose. When users click the "Submit" button on any of the Web forms found on our site, they are indicating voluntary consent to use of the information they submit for the stated purpose."
X	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	Specify why not: For the workforce data, employees and contractors are required to provide the information as a condition of employment.

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: For the emergency planning and response data, the user may review and update the information they have voluntarily provided via a secure web interface: https://inws.wrh.noaa.gov/user/login . For the volunteer data, users may request their data from, and send updates if needed to, their local station manager. For the workforce data, information is routinely updated as an employee's role or position changes. Employees cannot review the information, but may request their information, and ask that it be updated, through their supervisor. Updates are made by the following authorized individuals: the Workforce Program Manager, the Travel Program and Workforce Support Assistant, and the Administrative Management Division (AMD) Chief.
	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: May 27, 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.
	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: The following SORNS apply to the information on this system: NOAA-11 NOAA Mailing Lists DEPT-1 Attendance, Leave, and Payroll Records of Employees and Certain Other Persons DEPT-18 Employees Personnel Files Not Covered by Notices of Other Agencies
	Yes, a system of records notice has been submitted to the Department for approval on (date).
	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 National Weather Service Records Disposition Schedule General Records Schedule (GRS) 20, issued by National Archives and Records Administration (NARA)
	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: