

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



**Privacy Impact Assessment**  
**for the**  
**National Weather Service Eastern Region Local Area Network**  
**(ER LAN/WAN), NOAA8882**

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Approved by: , DOC Chief Privacy Officer

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## U.S. Department of Commerce Privacy Impact Assessment NOAA8882 ER LAN/WAN

**Unique Project Identifier:** 006-000351104 00-48-02-00-02-00

The Eastern Region Headquarters Wide Area Network/Local Area Network (ER WAN/LAN) supports the delivery of NOAA's NWS services and mission. The data traversing through this system supplements data for meteorologists, hydrologists, and other employees to provide the public with weather, water, and climate information, observations, predictions, and weather watches and warnings. The system also provides a portal for administrative functions to support the operation of the Eastern Region of the NWS. In addition, through the system's web site, this system provides easy access for the public with easy-to-find real time weather products from the Advanced Weather Interactive Processing System (AWIPS), the Next Generation Radar System (NEXRAD), the Automated Surface Observing System (ASOS), Advanced Hydrologic Prediction System (AHPS), and all other systems storing observational data.

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 WANs, LANs, host computer systems, and client-server and web-based server systems. The system supports a variety of users, functions, and applications. Supported applications include word processing, financial data, spreadsheets, presentation graphics, database development and management, electronic mail, image processing, electronic commerce, project management, training, and research and development.

The NWS ER WAN/LAN databases consist of basic identifying information about employees, contractors and volunteers. The databases are maintained as a supplement to other employee records for purposes of tracking job vacancies, developing statistical reports, and performing other related administrative tasks. Weather Forecast Offices (WFO)/River Forecast Centers (RFC) maintain local databases that contain information on volunteers who provide weather reports to them.

The information is not shared with any third party or other unauthorized personnel. The information is not available to the general public, other NWS regions, or other NOAA components. The information is only available to ER administrative and managerial personnel and to NOAA's Human Resources Division.

The legal authority to collect Personally Identifiable Information (PII) is 5 U.S.C. 301.

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

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): County			

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			
h. Work History			
i. Other work-related data (specify): Regional office location, GS level and series, service computation date, date of grade, date of separation, performance and/or conduct information.			

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):			

<b>Other Information (specify)</b>

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

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

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

<b>Non-government Sources</b>					
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.

<b>Purpose</b>			
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 NWS ER WAN/LAN system collects and maintains information concerning federal employees and contractors. This information is managed by the NWS Eastern Region Headquarters (ERH) Administration Personnel. The databases are maintained as a supplement to other employee records for purposes of tracking job vacancies, developing statistical reports, and performing other related administrative tasks.

The information maintained on these databases consists of:

- Name/position/GS level and series/service computation date/date of grade/date of separation
- Residential information (home address, phone number)
- Government email address
- Division/organization name
- Regional office location
- Performance and/or conduct information

Administrative personnel do not store or process sensitive PII data for any administrative, human resources, and/or payroll processes. WAN/LAN does not process personnel actions.

Asset information in the form of Internet Protocol (IP) addresses on employees and contractors is maintained by the IT Staff and only those individuals have access to the IP information. This information is used for network communications and protocol. The data are also used for asset management and system design and inventory.

There are also local databases at the local WFO/RFC that maintain contact information on volunteers who provide them weather reports, so that spotters may be asked to share weather observations when needed. The databases hold all of the following information on these volunteers:

- First and last name
- Mailing address
- County
- Phone (home/cell)
- Personal email address

The information collected on volunteers is provided voluntarily. Most volunteers sign up during a community outreach training program, known as "spotter talks." An ER staff is responsible for the maintenance of this database. This database information is accessible for viewing by all staff members in order to gather severe weather information. It is also sent to HR for recordkeeping purposes.

**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.

**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: Notice is provided in person to the volunteers when they sign up during spotter talks with the ER staff.  For the ERH database, notice is provided on the employee and contractor forms.
<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.

<input type="checkbox"/>	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how: Prospective volunteers may decline to provide their contact information during spotter talks, but in order to be
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X		selected as a volunteer, the information is necessary for contacting when needed by the ER staff.  For the ERH database, employees and contractors may decline to provide their PII (verbally or in writing) to their supervisors, but its provision is a condition of continued employment.
	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: There is only one use for the volunteer information. Thus, prospective volunteers consent by providing their contact information to the ER staff.  For the ERH database, employee and contractor information is collected only for HR purposes. Employees and contractors may state that they do not consent to providing this information (verbally or in writing) to their supervisors, but its provision is a condition of employment.
	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: At orientation, volunteers are instructed to contact the Meteorologist in Charge or the Science and Operations Officer at the local WFO if their PII changes.  For the ERH database, ER employees may review and update their personnel data via the Workforce Management Office in Norfolk, VA. Contractors are informed by their contracting company, as part of orientation, to contact their HR office to review and update their information.
	No, individuals do not have an opportunity to review/update PII/BII pertaining to them.	Specify why not:

## **Section 6: Administrative and Technological Control**

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: June 7, 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: DEPT-18, Employees’ personnel files not covered by notices of other agencies; NOAA-11, NOAA Mailing Lists.
	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: NOAA Chapter 1300.
	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: