

U.S. Nuclear Regulatory Commission Privacy Impact Assessment

Instructions: *Section A, B, C, and D must be completed for all systems. Section E must be completed if yes is the answer to Section B, questions 1 and 2.*

Date: 01/30/2006

A. GENERAL SYSTEM/APPLICATION INFORMATION

(See definitions at end of document)

1. Person completing this form:

Name	Title	Phone No.	Office
Jeffrey Main	Web Master	301-415-6845	T-2 F38

2. System owner:

Name	Title	Phone No.	Office
John J. Linehan	Director Information and Records Services Division	301-415-7780	T-2 F34

3. What is the name of this system?

Consolidated Web Content Management Services (CMS)

4. Briefly describe the purpose of this system. What agency function does it support?

The NRC disseminates information to the public and to other external stakeholders through the Public Web Site using CMS.

5. Does this Privacy Impact Assessment supports a proposed new system or a proposed modification to an existing system.

New System Modify Existing System

B. PRIVACY ACT APPLICABILITY

1. Does this system collect, maintain, or disseminate personal information in identifiable form (e.g., name, social security number, date of birth, home address, etc.) about individuals ?

Yes ___ No X

2. If yes, will the data be retrieved by an individual's name or other personal identifier (e.g., social security number, badge number, etc.)?

Yes ___ No X

If you answer yes to questions 1 and 2, complete Section E.

C. INFORMATION COLLECTION APPLICABILITY

1. Will the personal data be collected from or maintained by persons who are not Federal employees?

Yes ___ No X

2. Will the data be collected from Federal contractors?

Yes ___ No X

3. If the answer is yes to either question 1 or 2, will the data be collected from 10 or more persons during a calendar year?

Yes ___ No ___

4. If the answer is yes to question 3, is the information to be collected covered by an existing OMB clearance number? If yes, indicate the clearance number, 3150-__ __ __ __

D. RECORDS RETENTION AND DISPOSAL SCHEDULE APPLICABILITY

Does this system already have a NARA-approved records disposition schedule? (Reference NUREG-0910, "NRC Comprehensive Records Disposition Schedule," or contact your office Records Liaison Officer or Jeff Bartlett, OIS.)

Yes ___ No X

If yes, list the records schedule number _____

Complete Section E only if the answers to Section B, questions 1 and 2 are Yes.

E. SYSTEM DATA INFORMATION

1. *Type of information maintained in the system*
 - a. Describe the information to be maintained in the system (e.g., financial, medical, training, personnel.) Give a detailed description of the data.

2. *Source of the data in this system*
 - a. Are data being collected from the subject individual? If yes, what types of data are being collected?

 - b. Are data on this individual being collected from other NRC files and databases for this system? If yes, identify the files and databases.

 - c. Are data on this individual being collected from a source or sources other than the subject individual and NRC records? If yes, what is the source and what type of data is being collected?

 - d. How will data collected from sources other than the subject individual or NRC records be verified as current, accurate, and complete?

3. *Attributes of the data*
 - a. Are the *data elements* described in detail and documented? If yes, what is the name of the document? Where is it located?

 - b. Is the use of the data both relevant and necessary for the purpose for which the system is designed?

 - c. Will the system derive (i.e., create) new data or create previously unavailable data about an individual through aggregation from the information collected?
 - (1) How will aggregated data be maintained, filed, and utilized?

 - (2) How will aggregated data be validated for relevance and accuracy?

4. If data are consolidated, what *controls* protect it from unauthorized access, use, or modification?

5. How will the data be *retrieved* from the system?
 - a. Can it be retrieved by personal identifier? ___ Yes ___ No.
If yes, explain.

 - b. Is a password or data description required? _____ Yes _____ No.
If yes, explain.

6. Describe the report or reports that can be produced from this system.
 - a. What reports are produced from the system?

 - b. What are the reports used for?

 - c. Who has access to these reports?

7. *Records retention*
 - a. What are the record types contained in this system and the medium on which they reside? (Examples: type - program records, medium - electronic; type - database, medium - electronic; type - system documentation, medium - paper.)

 - b. What is the NARA-authorized retention period for each records series in this system?

 - c. If unscheduled, what are your retention requirements for each records series in this system?

 - d. What are the procedures for disposing of the data at the end of the retention period (specifically address paper copy, magnetic, or other forms of media)?

 - e. How long will produced reports be maintained?

 - f. Where are the reports stored?

- g. Where are the procedures for maintaining the data/reports documented?
 - h. How will unused or unwanted reports be disposed of?
8. Capability to *monitor individuals*
- a. Will this system provide the capability to identify, locate, and monitor (e.g., track, surveillance) individuals? ___ Yes ___ No. If yes, explain.
 - b. What controls will be used to prevent unauthorized monitoring?
9. Coverage Under Existing *Privacy Act System of Records*
- a. Under which Privacy Act System of Records (SOR) notice does this system operate (link to list of SOR available on NRC Internal Home Page)? Provide number and name.
 - b. If the Privacy Act System of Records is being modified, will the SOR notice require amendment or revision? ___ Yes ___ No. If yes, explain.
10. Access to the Data
- a. Who will have access to the data in the system (users, managers, system administrators, developers, other)?
 - b. Are criteria, procedures, controls, and responsibilities regarding access documented? If so, where?
 - c. Will users have access to all data in the system or will users' access be restricted? Explain.
 - d. What controls are or will be in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?
 - e. Do other systems share data or have access to data in this system? ___ Yes ___ No. If yes, explain.

- f. Will other agencies share data or have access to data in this system (Federal, State, local, other)? ___ Yes ___ No. If yes, explain.
- g. Were Privacy Act clauses cited (or will be cited) and were other regulatory measures addressed in contracts with contractors having access to this system?
_____ Yes _____ No. If yes, explain.

DEFINITIONS

Personal Information is information about an identifiable individual that may include but not be limited to:

- race, national or ethnic origin, religion, age, marital or family status
- education, medical, psychiatric, psychological, criminal, financial, or employment history
- any identification number, symbol, or other particular assigned to an individual
- name, address, telephone number, fingerprints, blood type, or DNA

Aggregation of data is the taking of various data elements and then turning them into a composite of all the data to form another type of data such as tables or data arrays, or collecting data into a single database.

Consolidation means combining data from more than one source into one system, application, or process. Existing controls for the individual parts should remain or be strengthened to ensure no inappropriate access by unauthorized individuals. However, since individual pieces of data lose their identity, existing controls may actually be diminished; e.g., a summary census report may not point at the individual respondent but rather at a class of respondents, which makes it less personal.

PRIVACY IMPACT ASSESSMENT REVIEW/APPROVAL
(For Use by OIS Staff)

System Name: **Consolidated Web Content Management System**

Submitting Office: **Office of Information Services**

A. PRIVACY ACT APPLICABILITY REVIEW

Privacy Act is not applicable.

Privacy Act is applicable. Currently covered under System of Records, NRC _____.
No modification to the system notice is required.

Privacy Act is applicable. Creates a new system of records. FOIA/PA Team will take the lead to prepare the system notice.

Privacy Act is applicable. Currently covered under System of Records, NRC _____.
Modification to the system notice is required. FOIA/PA Team will take the lead to prepare the following changes:

Comments:

Jeff Main explained that the CMS is an off the shelf service, where NRC will be buying time in their system. CMS is a tool that will manage all external web processes for everything that is not already part of an existing system such as PMNS, Ruleforum, HLW, etc. It will provide services such as templates and ability to track content revisions. Currently only content physically at www.nrc.gov will be included such as the homepage, contact us, technical documents in reading rooms, office pages (reactor, waste), etc.

Reviewer's Name	Title	Date
Sandra S. Northern	Privacy Program Officer	February 3, 2006

B. INFORMATION COLLECTION APPLICABILITY DETERMINATION

No OMB clearance is needed.

OMB clearance is needed.

Currently has OMB Clearance.

Comments:

This PIA does not contain information collections and does not collect information from individuals who are not Federal employees or from Federal contractors. Therefore, no OMB clearance is needed.

Reviewer's Name	Title	Date
Christopher J. Colburn	Team Leader	02/02/2006

C. RECORDS RETENTION AND DISPOSAL SCHEDULE DETERMINATION

- Additional information is needed to complete assessment.
- Needs to be scheduled.
- Existing records retention and disposition schedule covers the system - no modifications needed.
- Records retention and disposition schedule must be modified to reflect the following:

Comments: The National Archives and Records Administration requires that all systems be scheduled whether they contain records or not. Therefore a appropriate disposition schedule will have to be established for this system. However, the need for further records evaluation does not preclude moving forward with the system certification.

Reviewer's Name	Title	Date
Jeff Bartlett	Senior Records Management Analyst	02/02/2006

D. BRANCH CHIEF REVIEW AND CONCURRENCE

- Does not constitute a Privacy Impact Assessment required by the E-Government Act of 2002
- Does constitute a Privacy Impact Assessment required by the E-Government Act of 2002 and requires approval of the Director, IRSD.

CONCUR IN REVIEW: R/A Date 02/03/2006
 Brenda J. Shelton, Chief
 Records and FOIA/Privacy Services Branch

E. DIVISION DIRECTOR APPROVAL OF PRIVACY IMPACT ASSESSMENT:

(Approval is only required when Yes is given to Section B, questions 1 and 2 and Section C, question 1. The system collects, maintains, or disseminates personal information in identifiable form about members of the public.)

_____ Date _____ / _____ / _____
 John J. Linehan, Director, Information and Records Services Division

**TRANSMITTAL OF PRIVACY IMPACT ASSESSMENT/
PRIVACY IMPACT REVIEW RESULTS**

TO: (Sponsoring Office) Office of Information Services	Office Sponsor John J. Linehan, Director, Information and Records Services Division	
Reginald Mitchell, Director Business Process Improvement and Applications Division, OIS	Name of System Consolidated Web Content Management Services	
Kathy L. Lyons-Burke, CISSP Senior IT Security Officer (SITSO)/ Chief Information Security Officer (CISO), OIS	Date Received: January 31, 2006	Date Completed: February 3, 2006
<p>Noted Application Development and System Security Issues:</p> <p>The Privacy Act is not applicable.</p> <p>No OMB clearance is needed.</p> <p>The need for further records evaluation does not preclude moving forward with the system certification.</p>		
Brenda J. Shelton, Chief Records and FOIA/Privacy Services Branch, OIS	Signature: <i>R/A</i>	Date: 02/03/2006