

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: November 28, 2005

A. GENERAL SYSTEM/APPLICATION INFORMATION

(See definitions at end of document)

1. Person completing this form:

Name	Title	Phone No.	Office
W.B. Carrier	IT Specialist	415-5778	OIS

2. System owner:

Name	Title	Phone No.	Office
W.B. Carrier	IT Specialist	415-5778	OIS

3. What is the name of this system?

Portfolio Management System

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

This system is used to meet various specific OMB requirements for IT Project Management, OMB exhibit 300 and Exhibit 53 submissions. This would include Earned Value Analysis (EVA) and overall project health.

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

If yes, give category of individuals (e.g., Federal employees, Federal contractors, general public, etc.) N/A

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 ____

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 X

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-____ N/A

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.)

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.

The information in this system is used to meet various specific OMB requirements for IT Project Management, OMB exhibit 300 and Exhibit 53 submissions. This would include EVA analysis and overall project health.

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?

N/A - No data is collected on individuals. Only project related data.

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

N/A - This is original source data that does not exist in this form anywhere.

- 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?

N/A - No data is collected on individuals. Only project related data.

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

N/A - No data is collected on individuals. Only project related data.

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?

Yes. The data elements are described in detail and documented in OMB guidance titled "Mapping Your IT Investments to the Federal Enterprise Architecture" dated August 2005.

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

N/A - unscheduled

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

None

- 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)?

All magnetic media are deleted and reused in perpetuity .

- e. How long will produced reports be maintained?

Only for the current FY.

- f. Where are the reports stored?

Server hq3kprs1.

- g. Where are the procedures for maintaining the data/reports documented?

The procedures for maintaining the data/reports are documented and described in detail in OMB guidance titled "Mapping Your IT Investments to the Federal Enterprise Architecture" dated August 2005.

- h. How will unused or unwanted reports be disposed of?

N/A

8. Capability to *monitor individuals*

- a. Will this system provide the capability to identify, locate, and monitor (e.g., track, surveillance) individuals? Yes ____ No X. If yes, explain.

- b. What controls will be used to prevent unauthorized monitoring?

N/A

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.

N/A - Not a Existing *Privacy Act System of Records*.

- b. If the Privacy Act System of Records is being modified, will the SOR notice require amendment or revision? Yes ____ No X
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)?

OMB, NRC users, NRC managers, NRC system administrators, NRC and contract developers will have access to the system

- b. Are criteria, procedures, controls, and responsibilities regarding access documented? If so, where?

Yes, criteria, procedures, controls, and responsibilities regarding access are documented in the OMB guidance.

- c. Will users have access to all data in the system or will users' access be restricted? Explain.

No user access to all data in the system is restricted by roles and responsibility.

- d. What controls are or will be in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

User access to data in the system is restricted by roles and responsibility which prevents misuse and unauthorized activities.

- e. Do other systems share data or have access to data in this system? Yes ____ No x. If yes, explain.

- f. Will other agencies share data or have access to data in this system (Federal, State, local, other)? Yes X No _____. If yes, explain.

OMB is given access to the data by electronic submission of data by e-mail.

- 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 X. If yes, explain.

N/A - System contains no Privacy Act data.

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: **Portfolio Management System**

Submitting Office: **Office of Information Services (OIS)**

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:

William Carrier confirmed that this system does not collect, maintain, or disseminate information about individuals. He informed me that this system consists of two COTS software packages, Prosight Portfolios and MS Project Server. This system only maintains current IT project data that is reported to OMB quarterly. No previous reporting/historical data is maintained/stored in the system. NRC stops maintaining data on an IT investment once OMB considers it to have reached an operational steady state.

Reviewer's Name	Title	Date
Sandra S. Northern	Privacy Program Officer	December 7, 2005

B. INFORMATION COLLECTION APPLICABILITY DETERMINATION

☒ No OMB clearance is needed.

☐ OMB clearance is needed.

☐ Currently has OMB Clearance.

Comments:

This system does not collect, maintain, or disseminate information about individuals, and based on the information provided, there are no collections of information associated with this Privacy Impact Assessment. No OMB clearance is required.

Reviewer's Name	Title	Date
Christopher J. Colburn	Team Leader, Information Collections Team	12/09/05

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:

NRC Forms 616 and 637 need to be completed with comprehensive information on the purpose of the system for a scheduling determination to be performed. The information provided in Item A.4 does not describe the purpose of the system or the functions it supports in sufficient detail.

Reviewer's Name	Title	Date
Jeff Bartlett	Records Management Analyst	11/29/2005

D. BRANCH CHIEF REVIEW AND CONCURRENCE

X 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: /BJS/ Date 12/12/2005

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.)

John J. Linehan, Director, Information and Records Services Division

TRANSMITTAL OF PRIVACY IMPACT ASSESSMENT/ PRIVACY IMPACT ASSESSMENT REVIEW RESULTS

TO: (Sponsoring Office) Office of Information Services	Office Sponsor: William Carrier	
Reginald W. Mitchell, Director Business Process Improvement and Applications Division, OIS	Name of System: Portfolio Management System	
Kathy L. Lyons-Burke, CISSP Senior IT Security Officer (SITSO)/Chief Information Security Officer (CISO) Office of Information Services	Date Received: 11/28/2005	Date Completed: 12/12/2005
Noted Application Development and System Security Issues:		
Brenda J. Shelton, Chief Records and FOIA/Privacy Services Branch, OIS	Signature: /BJS/	Date: 12/12/2005