

**PRIVACY IMPACT ASSESSMENT**  
**Submit in *Word* format electronically to: Judy Hutt ([hutt.judv@epa.gov](mailto:hutt.judv@epa.gov))**  
**Office of Environmental Information**

**System Name:** SAB People Database

**Preparer:** Angela Nugent      **Office:** SAB Staff Office

**Date:** 01/08/08      **Phone:** 202-343-9981

**This project is in the following stage(s):**

Definition ☐      Development/Acquisition ☐      Implementation ☐  
Operation & Maintenance ☐      Termination ☐      Steady State **X**      Mixed Life Cycle ☐

**I. Data in the System**

1. Generally describe what data/information will be collected in the system.

The database will collect the following information: home contact information (address and telephone number); professional contact information (such as professional title, institutional affiliation, and work contact information); terms of appointment to advisory committees and panels; expertise information (such as curricula vitae, professional biosketches; and administrative history information (history of personnel actions, submission of confidential financial disclosure forms, and annual ethics training). Electronic signatures provided by committee chairs for finalizing reports are stored in a separate linked database, named SAB Security, behind EPA's firewall.

2. What are the sources and types of the information in the system?

The information collected is provided by scientific and technical experts currently serving on committees and panels managed by the EPA SAB Staff Office and scientific and technical experts nominated to serve on planned SAB Staff Office-supported committees and panels.

3. How will the data be used by the Agency?

The data collected will be used to 1) contact experts regarding advisory activities; 2) meet requirements under the Federal Advisory Committee Act to inform the public about experts serving on committees through hard-copy rosters of committees and panels and Web posting of rosters; and 3) evaluate prospective experts for possible service on advisory committees and panels.

4. Why is the information being collected? (Purpose)

This system of records is being created to assist the U.S. Environmental Protection Agency (EPA) in providing management and technical support to three scientific and technical advisory committees that report to EPA's Administrator. As part of those activities, the EPA Science Advisory Board (SAB) Staff Office requests nominations of experts for committees and panels providing advice, chooses experts to become Special Government Employees (SGEs) serving on advisory committees and panels and manages their personnel paperwork, ensures that SGEs

comply with ethics training and financial disclosure requirements of the Ethics in Government Act, and coordinates experts' participation in approximately 50 advisory projects per year and approximately 80 meetings per year. The SAB Staff Office conducts these activities to provide science advice from balanced committees of qualified experts to the EPA Administrator on high priority science issues.

## **II. Access to the Data**

1. Who will have access to the data/information in the system (*internal and external parties*)? If contractors, are the Federal Acquisition Regulations (FAR) clauses included in the contract (24.104 Contract clauses; 52.224-1 Privacy Act Notification; and 52.224-2 Privacy Act)?

Records in the SAB People Database are safeguarded from unauthorized use. Only SAB Staff Office personnel and a very limited set of database support contractors have access to consolidated personal information in the password-protected SAB database. A small amount of generally available information such as experts' institutional affiliation and biosketch data is accessible via the public internet. Electronic signatures provided by committee chairs for finalizing reports, are stored in a separate linked database behind EPA's firewall, which further protects this data from internet access. The FAR clauses cited above are included in the contract governing the contractors with access to the database.

2. What controls are in place to prevent the misuse of data by those having authorized access?

Persons having authorized access take Security Awareness Training.

3. Do other systems share data or have access to data/information in this system? If yes, explain who will be responsible for protecting the privacy rights of the individuals affected by the interface? (i.e., *System Administrators, System Developers, System Managers*)

No

4. Will other agencies, state or local governments share data/information or have access to data in this system? (*Includes any entity external to EPA.*)

No

5. Do individuals have the opportunity to decline to provide information or to consent to particular uses of the information? If yes, how is notice given to the individual? (*Privacy policies must clearly explain where the collection or sharing of certain information may be optional and provide users a mechanism to assert any preference to withhold information or prohibit secondary use.* )

Yes. Individuals are informed through the Federal Register that submission of generally available information about their professional qualifications is necessary for consideration of their candidacy for expert advisory panels. Individuals are informed when they agree to become SGEs that personal information is required for government employment.

### **III. Attributes of the Data**

1. Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed.

Information about the technical qualifications of experts and their contact information is necessary for the SAB to form advisory panels and committees and manage their activities. Personal contact information is necessary for supporting the travel and compensation of members. Electronic signatures are necessary to finalize advisory reports for transmission to the EPA Administrator.

2. If data are being consolidated, what controls are in place to protect the data from unauthorized access or use? Explain.

Consolidation of information about individual experts in a central location has allowed for standardization of procedures for protecting privacy-related information necessary to manage and support the advisory committees for which the SAB Staff Office is responsible.

3. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.

Not applicable

4. How will data be retrieved? Can it be retrieved by personal identifier? If yes, explain. *(A personal identifier is a name, Social Security Number, or other identifying symbol assigned to an individual, i.e. any identifier unique to an individual.)*

Information for individuals is retrievable by name.

5. Is the Web privacy policy machine readable? Where is the policy stated? *(Machine readable technology enables visitors to easily identify privacy policies and make an informed choice about whether to conduct business with that site.)*

Yes. The Web privacy policy is machine readable and is stated in the footer of web pages for the SAB Staff Office ([www.epa.gov/sabso](http://www.epa.gov/sabso)), the SAB ([www.epa.gov/sab](http://www.epa.gov/sab)), CASAC ([www.epa.gov/casac](http://www.epa.gov/casac)), and Council (<http://www.epa.gov/advisorycouncilcaa>).

### **IV. Maintenance of Administrative Controls**

1. Has a record control schedule been issued for the records in the system? If so, provide the schedule number. What are the retention periods for records in this system? What are the procedures for eliminating the records at the end of the retention period? *(You may check with the record liaison officer (RLO) for your AA-ship, Tammy Boulware (Headquarters Records Officer) or Judy Hutt, Agency Privacy Act Officer, to determine if there is a retention schedule for the subject records)*

EPA Records Schedule 561 governs Personnel Correspondence and Forms Files Relating to Individual Employees.

EPA Records Schedule 035 governs Financial Disclosure Reporting files.

2. While the data are retained in the system, what are the requirements for determining if the data are still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

Individuals provide data.

3. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.

Yes. Although the primary purpose of the system is to manage SAB committees and panels, the data system will also allow identification of individuals by EPA employees and contractors by name for the purposes of contacting them, evaluating their eligibility for new panels, and managing their needs as Special Government Employees.

4. Does the system use any persistent tracking technologies?

No.

5. Under which System of Records (SOR) notice does the system operate? Provide the name of the system and its SOR number if applicable. A list of Agency SORs are posted at <http://www.epa.gov/privacy/notice/>. *(A SOR is any collection of records under the control of the Agency in which the data is retrieved by a personal identifier. The Privacy Act Officer will determine if a SOR is necessary for your system.)*

EPA-58, EPA Science Advisory Board (SAB) Database for Scientific and Technical Experts