PRIVACY IMPACT ASSESSMENT

Submit in *Word format* electronically to: Linda Person (person.linda@epa.gov)

Office of Environmental Information

System Name: WebEOC	
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Date7/23/15	**Phone: 732-906-6920**
This project is in the following life cycle stage(s):	

Definition ☐   Development/Acquisition ☐   Implementation ☐

Operation & Maintenance ☒   Termination ☐

Note: Existing Systems require an updated PIA when there is a <u>significant modification</u> or where changes have been made to the system that may create a new privacy risk. For a listing of <u>significant modifications</u>, see OMB Circular A-130, Appendix 1, Section (c) (1) (a-f) at <u>http://www.whitehouse.gov/omb/circulars/a130/a130appendix_i.aspx</u>

I. <u>Data in the System</u>

1. What data/information will be collected/contained in the system?

Spill notifications relating to oil and hazardous materials received from the United States Coast Guard's National Response Center.

WebEOC contains the Name and Phone Number for the reporting party if they choose to provide it to the USCG.

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

People who have called in the spills.

3. If the system has been modified, are the original personally identifiable information (PII) elements still being collected or contained in the system? If no, what are the elements currently being collected? When did the collection of the original PII elements stop? How was the old data removed from the system?

Yes. We extracted core information from ERNS and migrated that to WebEOC. The PII elements of reporting party name and phone number were migrated resulting in no change in the number of PII data elements stored.

4. How will the information be used by the Agency?

To determine whether the spill requires the deployment of an EPA response asset for mitigation.

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

To document reported spills and EPA's response to them.

II. <u>Access Controls for the Data</u>

1. To ensure user authentication, does the system have limited login attempts or require security question answers? If yes, when the user becomes locked out how will they gain access to the system?

WebEOC currently uses a role based security model, after the most recent security assessment

2. How often are passwords required to be changed?

Currently is at the users discretion, but we have a POA&M to complete this action

3. 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)?

Yes.

4. How will you educate individuals/users having authorized access about the misuse of PII data? Will users receive privacy training before gaining access to the system?

Default agency IT security training.

5. Has the data in the system been encrypted according to the National Institute of Standards and Technology (NIST) requirements? (Note: this requirement is for sensitive PII only)

No, system does not contain sensitive PII.

6. Do other systems share or have access to information in this system? Yes___ No_X_. If yes, who authorized the sharing? If information is being shared, please provide a copy of any agreements that were issued. *(i.e., System Administrators, System Developers, System Managers)*

7. Will other agencies, state or local governments, or other external parties (i.e., non-EPA) share or have access to information in this system? If so, what type of agreement was issued? *(i.e., ISA, MOU, etc.)* (<u>*If any agreements were issued, the Privacy Program needs a copy for its records*</u>.

No.

8. Will data and/or processes be converted from paper to electronic? If so, what controls are in place to protect the data from unauthorized access or use?

No

9. Will data be shared from a system of records (SOR) with another federal agency? If so, has a computer matching agreement been initiated?

No

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. (*Provide an example or explain*)

The system facilitates the electronic delivery of spill notification from the National Response Center, which is followed up with a phone call from the NRC to the EPA Phone Duty officer. They use the system to read the notification and document EPA's response. This allows us to have information on a particular spill should there later be inquiries on how EPA handled the situation.

2. How is the system designed to retrieve information by the user? Will it be retrieved by personal identifier? Yes_ No_X. If yes, what identifier(s) will be used. (*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.*)

The primary retrieval mechanism is by date range and EPA Region.

3. Has the system undergone a risk analysis to identify harms that may result from technical failures, malevolent third parties or human error? Yes_X_ No____ (**Note: The risk analysis will help identify possible risks to the data in the system.**)

4. Do individuals have the opportunity to decline to provide information or to consent to particular uses of the requested information? Yes____ No_X_ 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.*)

5. Where is the on-line privacy policy posted?

Information is collected through the US Coast Guard and transmitted to the EPA.

IV. Maintenance and Administrative Controls

1. Has a record control schedule been issued for the records in the system or the system itself? If so, provide the schedule number. (*You may check with the record liaison officer (RLO) for your AA-ship or Tammy*

*Boulware, Headquarters Records Officer, to determine if there is a retention schedule for the subject records. All systems **must** have a record control schedule.*

Yes. OSWER Record Liasion officer gave approval to use older EPA Record Schedule 061 until NARA approves new consolidated Superfund record schedule.

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

The data is updated as needed by the EPA Phone Duty officers on-call at the time.

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

No

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. All 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 SOR **must** contain the same categories of records and cover the same routine uses as your system.)*

None.