PRIVACY IMPACT ASSESSMENT (PIA)

For the

SECRETARY OF THE NAVY PORTAL (SECNAV PORTAL)
Department of the Navy - AAUSN

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☒ (2) Yes, from Federal personnel* and/or Federal contractors.

☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.
SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- [ ] New DoD Information System
- [ ] New Electronic Collection
- [x] Existing DoD Information System
- [ ] Existing Electronic Collection
- [ ] Significantly Modified DoD Information System

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- [x] Yes, DITPR Enter DITPR System Identification Number 6687
- [ ] Yes, SIPRNET Enter SIPRNET Identification Number
- [ ] No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- [x] Yes
- [ ] No

If "Yes," enter UPI 007-17-02-07-02-2491-00

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- [ ] Yes
- [x] No

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number. Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at: http://www.defense.gov/privacy/notices/

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.
e. Does this DoD information system or electronic collection have an OMB Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ Yes

Enter OMB Control Number

☐ No

Enter Expiration Date

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

NAVADMIN 177/06 Navy Personnel Accountability Policy
NAVADMIN 032/08 Update to Navy Personnel Accountability Program
DOD Instruction 3001.02 Personnel Accountability in conjunction with Natural or Manmade disasters
CJCSM 3150.13B Joint Reporting Structure - Personnel Manual
MILPERSON
BUPERS On-Line (BOL) Disaster Muster Tool (DMT)
Navy Family Accountability and Assessment System (NFAAS)
g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

Provide a means to muster all people under the SECNAV UIC hierarchy.

PII collected consists of: Name, SSN for Secretariat Emergency Recovery Personnel (SERP) roster, Citizenship, Home Address, Home Phone, Office Phone, Personal Email Address, Personal Cell Phone, Business Email Address, Employment Information, and Emergency Contact Information.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

There are low risks related to the sharing of information because PII is not shared with any other system. Risks due to collection and use within the application have been minimized as much as possible. All systems are at risk because they may be vulnerable to unauthorized intrusion and hacking. There are risks that the SECNAV PORTAL, with its collection of PII, could be compromised. Because of this possibility, appropriate security and access controls listed in this PIA are in place.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

✔ Within the DoD Component.

Specify. Department of the Navy

☐ Other DoD Components.

Specify.

☐ Other Federal Agencies.

Specify.

☐ State and Local Agencies.

Specify.

☐ Contractor (Enter name and describe the language in the contract that safeguards PII.)

Specify. Webster Data, INC because they are contracted to provide System support. Contract language, Section "Security Requirements," paragraph 2, states that contractor personnel in performance of task will have access to Privacy Act controlled information that is required to be protected, and that all personnel under this task order are required to sign a non-disclosure agreement (NDA) provided as an attachment in the contract. NDA language matches all federal PIA requirements.
Other (e.g., commercial providers, colleges).

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

☐ Yes  ☐ No

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Individuals are not required to provide their personally identifiable information (PII). Failure to do so will not allow account creation and accurate musters via this portal during an emergency. SSN is used for security clearance verification at the alternate site.

(2) If "No," state the reason why individuals cannot object.

j. Do individuals have the opportunity to consent to the specific uses of their PII?

☐ Yes  ☐ No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

Individuals can give or withhold their consent to the specific uses of their PII by either not providing their PII or notifying the site administrator via email at AAUSN_SECNAV_Help@navy.mil.

(2) If "No," state the reason why individuals cannot give or withhold their consent.
k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- [ ] Privacy Act Statement
- [x] Privacy Advisory
- [ ] Other
- [ ] None

Describe each applicable format. Displayed at log in.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.