PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an “electronic collection” for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:
   Spanish Payroll Management System (SPMS)

2. DOD COMPONENT NAME:  
   Department of the Navy

3. PIA APPROVAL DATE:  
   10/21/20

   Commander, Navy Installations Command (CNIC)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)
   - From members of the general public
   - From both members of the general public and Federal employees and/or Federal contractors
   - From Federal employees and/or Federal contractors
   - Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one)
   - New DoD Information System
   - Existing DoD Information System
   - Significantly Modified DoD Information System
   - Existing Electronic Collection
   - New Electronic Collection

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

      The Spanish Payroll Management System (SPMS) application is used as the Spanish Local National payroll and accounting system. All data captured in the application pertains to CNIC Spanish direct hire employees. Access is limited to authorized users by the Comptroller, N8 Department.

      PII collected: Name, Bank account for foreign national payrolls electronic bank transfers (EFTs), Law Enforcement Background Investigation "Certificado de Penales", DNI - Documento Nacional de Identidad, Driver's License, DoD ID Number, Citizenship, Legal Status, Gender, Race/Ethnicity, Birthdate, Personal Cell Phone Number, Home Phone Number, mailing/Home address, Spouse and Child Information: Name, Date of Birth (DOB), Address if needed; Martial Status, Previous employment information; Emergency contact: Name, Address, Telephone number; and Education information. Additionally, Occupational health evaluation information - personnel employment qualification/disqualification based on physical evaluations; and, disability status/level for disability pay and social security entitlements.

   d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

      Verification, identification, mission-related use, and administrative use.

   e. Do individuals have the opportunity to object to the collection of their PII?  
      - Yes ☑ No

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

      (2) If "No," state the reason why individuals cannot object to the collection of PII.

   f. 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.

      (2) If "No," state the reason why individuals cannot give or withhold their consent.

   g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

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PREVIOUS EDITION IS OBSOLETE.
PII for SPMS is not collected directly from the individual. PII and payroll information provided for this application is provided via disk. All data captured is required by Spanish Fiscal Laws and necessary for employment. The information that is collected is provided to the US Navy by the Spanish Ministry of Defense Human Resource Office, and not by the individual.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

- [X] Within the DoD Component
- [ ] Other DoD Components
- [ ] Other Federal Agencies
- [ ] State and Local Agencies
- [ ] Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)
- [X] Other (e.g., commercial providers, colleges).

Specify:
- CNIC N8 payroll personnel
- Spanish Navy, treasury, and social security agencies

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- [ ] Individuals
- [ ] Existing DoD Information Systems
- [ ] Other Federal Information Systems
- [X] Databases
- [ ] Commercial Systems

The initial collection of personnel information is conducted by the Spanish Ministry of Defense Human Resources Office for the Spanish Navy (Non-US personnel). All Spanish Employees are employed by the Spanish Ministry of Defense (MOD) and in direct support of the US Navy. The information that is collected within the SPMS Application is provided to the US Navy by the Spanish MOD HRO via disk, and not by the individual.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- [ ] E-mail
- [ ] Face-to-Face Contact
- [ ] Fax
- [ ] Information Sharing - System to System
- [X] Other (If Other, enter the information in the box below)

Official Form (Enter Form Number(s) in the box below)
- [ ] Paper
- [ ] Telephone Interview
- [ ] Website/E-Form

The initial collection of personnel information is conducted by the Spanish Ministry of Defense Human Resources Office for the Spanish Navy (Non-US personnel). All Spanish Employees are employed by the Spanish Ministry of Defense (MOD) and indirect support to the US Navy. The information that is collected within the SPMS Application is provided to the US Navy by the Spanish MOD HRO via disk, and not by the individual.

k. 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 must be consistent.

- [ ] Yes
- [X] No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcl.dmd.defense.gov/Privacy/SORNs/
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

Information collected is strictly on Spanish citizens for employment and payroll purposes in support of the U.S. Navy.

I. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?
m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

(1) If this system has a Privacy Act SORN, the authorities in this PI&A and the existing Privacy Act SORN should be similar.
(2) If a SORN does not apply, 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
(b) If direct statutory authority or an Executive Order does not exist, indirect statutory 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) If direct or indirect authority does not exist, 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 must be identified.

Spanish fiscal Laws.

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (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  ☒ No  ☐ Pending

(1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
(2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
(3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

Not required per OPNAV DNS-15. Information collected is strictly on Spanish citizens for employment and payroll purposes in support of the U.S. Navy.