



PRIVACY IMPACT ASSESSMENT (PIA)

For the

NAF_NEXCOM SYSTEM (NAF_NXS)
Navy Lodge System (NLS)
eMass #7805

Department of the Navy - NAVSUP - NEXCOM

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
- 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?

- Yes, DITPR Enter DITPR System Identification Number
- 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?

- Yes No

If "Yes," enter UPI

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 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.defenselink.mil/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

Pending submission to OMB

Enter Expiration Date

No

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.

SORN N04066-4:

5 U.S.C. 301, Departmental Regulations;

10 U.S.C. 5013, Secretary of the Navy;

10 U.S.C. 5041, Headquarters, Marine Corps;

MCO 1700.30 Chapter 12, Marine Corps Community Services Business Operations Manual;

31 CFR 285.11, Administrative Wage Garnishment;

Federal Claims Collection Act of 1966 (Pub. L. 89-508);

Debt Collection Act of 1982 (Pub. L. 97-365);

and E.O. 9397 (SSN), as amended

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.

Navy Lodge System (NLS) is a suite of integrated software solutions—including property management, central reservations, customer relationship management, financial management, performance management and leisure management. Navy Lodge and Central Reservations utilize the application to provide:

- Rate and inventory rules including setting minimum lengths of stay, closing out room types and setting minimum rates.
- Revenue opportunities by selling unique rates, packages, room types, and room numbers for each night of the guest stay with the Stay Wizard.
- Credit card interface including multiple properties and centralized deployment.
- Marketing programs that include the sale and management of gift cards.

NLS keeps a record of reservations: to ensure orderly room assignment and avoid improper booking; to record registration and payment of accounts; to verify proper usage by eligible patrons.

Personal informations collected: Name, SSN, DoD ID Number, gender, home telephone number, personal email address, mailing/home address, spouse information: name and age; child information: number of children, name and age; financial information: payment type, credit card holders name as it appears on the credit card, credit card number and expiration date, and credit card verification value (CVV) code; employment information: branch of service, current employer, work address, work telephone number and work email address; and foreign military ID card.

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

This information is safeguarded with logical and physical access controls that include system access and authentication, physical access, systems monitoring, and physical monitoring.

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.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

Municipal Police Departments/Prosecutor's Office

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

Specify.

Lawson / Infor - Confidentiality clause and clause requiring adherence to Payment Card Industry Data Security Standards (PCI DSS). NEXCOM PII clauses are included in a contract as applicable when informed by the functional/technical experts that PII information will be involved.

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.

The individual can choose not to provide their

(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.

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

There are no other intended uses of the individuals' PII than those stated in section 2.g.1 above.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

Privacy Act Statement

Privacy Advisory

Other

None

Describe each applicable format.

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.