PRIVACY IMPACT ASSESSMENT

Submit in *Word format* electronically to: Judy Earle (hutt.judy@epa.gov)

Office of Environmental Information

System Name: Eventbrite

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Date: 12/16/16

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Reason for Submittal: New **PIA_X_**   Revised **PIA**____   Annual Review____

This project is in the following life cycle   stage(s):

Definition D   Development/ Acq uisition D   Implementation D

Operation & Maintenance   Termination/ Decommissioned D

Note: Existing Systems require an updated PIA when there is a significant modification or where changes have been made to the system that may create a new privacy risk. For a listing of significant modifications, see 0MB Circular A-180, Appendix 1, Section (c) (1) (a-f) at http://www.whitehouse.gov /omb/circulars/a180/a1S0appendix   i.aspx

I. Data in the System

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

Name, Address, Work Telephone Number, Employee ID Number, Personal Cellular Telephone Number, Personal Email Address, Employment Information, Other

2. What are the sources (people/ systems) and types (categories) of the data/information in the system?

People will be the source of information and it will be voluntary. The data is limited to name and contact information.

s. Why is the information collected? (Purpose)

To gather information necessary to conduct and manage agency events.

4. How is the information collected?

Individuals signing up for EPA-hosted events will input the requested information into Eventbrite.

5. ls this a paper and/or electronic collection of data?

Electronic.

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

To conduct and manage events (i.e. attendance) with internal and external stakeholders and the general public.

7. If the system has been revised or terminated, are the original personally identifiabl e information (PII) elements still being collected or contained in the system? Yes_ No___ . lf no, what are the elements currently being collected? When did the collection of the original Pll elements stop? How was the old data removed from the system?

N/A

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

1. Do the systems have access control levels within the system to prevent authorized users from accessing information they don't have a need to know? If so, what control levels have been put in place? U no controls are in place why have they been omitted?

Yes. Only EPA employees with a need to know are granted access to the Eventbrite account, which requires a user name and password. Employees are able to access information about attendees for the event(s) they have created and   posted.

2. 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)**

N I **A. Eventbrite does not collect sensitive PII.**

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

No.

4. How will you educate individuals/ users having authorized access about the misuse of PII data? What type of training will users receive?

All employees who are managing or accessing EPA Eventbrite accounts take the annual agency required training, including information security.

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

Only EPA employees managing the related events will have access to the EPA Eventbrite   accounts.

6. Will other systems, agencies, state or local governments or other external parties (i.e., non-EPA) share or have access to information in this system? Yes___ **No_x.** If yes, what type of agreement was issued *(i.e., JSA, MOU, etc.,)?* **_If any agreements were issued, please supply the Privac y Program a copy of the agreement._**

7. Will data and/or processes be converted from paper to electronic? 1fso, what controls are in place to protect the data from unauthorized access or use?

No. Data is entered into the system electronically.

Ill. Attributes of <u>th</u>e Data

I. 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 individua4 i.e. an:y identifier unique to an individual)*

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

3. Where is the privacy policy (paper-form)/notice (electronic-webpage) posted?

EPA's privacy policy is posted on our website.

4. Has a record control schedule been issued for the records in the system or the system itself? If so, provide the schedule number.

Yes. The records will be managed under EPA records schedule number 1022 (Public Affairs).

5. 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 not used for decision-making purposes, so there are no specific controls for those attributes. However, the nature of the system and its limited access mean that once data is entered, it will not likely be modified during its lifecycle.

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

No.

7. Does this system use any persistent tracking technologies?

No.