

# PRIVACY IMPACT ASSESSMENT

(Rev. 2/2020)

(All Previous Editions Obsolete)

Please submit your responses to your Liaison Privacy Official.

**All entries must be Times New Roman, 12pt, and start on the next line.**

If you need further assistance, contact your LPO. A listing of the LPOs can be found here:

[https://usepa.sharepoint.com/:w:/r/sites/oei\\_Community/OISP/Privacy/LPODoc/LPO%20Roster.docx](https://usepa.sharepoint.com/:w:/r/sites/oei_Community/OISP/Privacy/LPODoc/LPO%20Roster.docx)

<b>System Name: EPA Private Static Web Servers</b>	
<b>Preparer: Michael Hessling, System Owner, Niloufar Salour, ISSO, Rich Carroll, ISSO</b>	<b>Office: OMS/OIM/WCSD</b>
<b>Date: 30 April 2021</b>	<b>Phone: 202-566-0441</b>
<b>Reason for Submittal: New PIA _____ Revised PIA <u>X</u> Annual Review _____ Rescindment _____</b>	
<b>This system is in the following life cycle stage(s):</b>	
Definition <input type="checkbox"/> Development/Acquisition <input type="checkbox"/> Implementation <input type="checkbox"/>	
Operation & Maintenance <input checked="" type="checkbox"/> Rescindment/Decommissioned <input type="checkbox"/>	
<b>Note: New and Existing Systems require a PIA annually, when there is a significant modification to the system or where privacy risk has increased to the system. For examples of significant modifications, see <u>OMB Circular A-130, Appendix 1, Section (c) (1) (a-f)</u>.</b>	
<b>The PIA must describe the risk associated with that action. For assistance in applying privacy risk see <u>OMB Circular No. A-123, Section VII (A) (pgs. 44-45)</u>.</b>	

## Provide a general description/overview and purpose of the system:

The primary function of a Web Server is to process and deliver web pages that create a website. The EPA Static Web Servers allows the delivery of the internal intranet website (intranet.epa.gov) to employees. The EPA intranet is the Agency’s primary website for providing information pertinent to the organization and the employees.

## Section 1.0 Authorities and Other Requirements

### 1.1 What specific legal authorities and/or Executive Order(s) permit and define the collection of information by the system in question?

No information is collected. These are static web servers and there is no collection of information. The servers allow static web content to be served up on EPA internal intranet website.

### 1.2 Has a system security plan been completed for the information system(s) supporting the system? Does the system have or will the system be issued an Authorization-to-Operate? When does the ATO expire?

System doesn't have SSP. It is an addendum to the National Hosting Plan.

### 1.3 If the information is covered by the Paperwork Reduction Act (PRA), provide the OMB Control number and the agency number for the collection. If there are multiple forms, include a list in an appendix.

N/A

### 1.4 Will the data be maintained or stored in a Cloud? If so, is the Cloud Service Provider (CSP) FedRamp approved? What type of service (PaaS, IaaS, SaaS, etc.) will the CSP provide?

N/A. System is hosted on-premise.

## Section 2.0 Characterization of the Information

*The following questions are intended to define the scope of the information requested and/or collected, as well as reasons for its collection.*

### 2.1 Identify the information the system collects, uses, disseminates, or maintains (e.g., data elements, including name, address, DOB, SSN).

The Intranet website is comprised of published HTML files, PDF documents, images, MS Word documents, MS Excel spreadsheets, MS PowerPoint presentations, etc. provided to the agency as information. The only personally identifiable information (PII) is business contact information for EPA employees. The system neither collects nor stores any unique data.

**2.2 What are the sources of the information and how is the information collected for the system?**

Content managers – agency staff members – publish information by uploading files to the web server. Again, there is no collection and there is no system. There is no database or application that collects or maintains any PII

**2.3 Does the system use information from commercial sources or publicly available data? If so, explain why and how this information is used.**

No

**2.4 Discuss how accuracy of the data is ensured.**

Content managers is an authorized user group allowed to publish content on the intranet. It is the responsibility of the content manager to ensure content is accurate.

**2.5 Privacy Impact Analysis: Related to Characterization of the Information**

*Discuss the privacy risks identified for the specific data elements and for each risk explain how it was mitigated. Specific risks may be inherent in the sources or methods of collection, or the quality or quantity of information included.*

**Privacy Risk:**

None. All EPA staff – federal employees and contractors with access to the intranet – have access to the Intranet website. Business contact information is the only PII (by definition) available via the Intranet.

**Mitigation:**

N/A

**Section 3.0 Access and Data Retention by the System**

*The following questions are intended to outline the access controls for the system and how long the system*

*retains the information after the initial collection.*

**3.1 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? If no controls are in place why have they been omitted?**

There is no system, database, or application to access. These are static web servers that publish EPA intranet website. Access to those servers is restricted by roles and responsibilities per Agency policy and managed by NCC Hosting Server Administrators

**3.2 In what policy/procedure are the access controls identified in 3.1, documented?**

N/A

**3.3 Are there other components with assigned roles and responsibilities within the system?**

Yes. Our search administrators have assigned roles and responsibilities for the search engine component.

**3.4 Who (internal and external parties) will have access to the data/information in the system? If contractors, are the appropriate Federal Acquisition Regulation (FAR) clauses included in the contract?**

Yes, the FAR is complied with, recognizing that there is no sensitive PII contained in the system.

**3.5 Explain how long and for what reasons the information is retained. Does the system have an EPA Records Control Schedule? If so, provide the schedule number.**

There is no information collected, therefore there is no retention period. There is no records control schedule for published business contact information.

**3.6 Privacy Impact Analysis: Related to Retention**

*Discuss the risks associated with the length of time data is retained. How were those risks mitigated? The schedule should align the stated purpose and mission of the system.*

**Privacy Risk:**

None

**Mitigation:**

N/A

## **Section 4.0 Information Sharing**

*The following questions are intended to describe the scope of the system information sharing external to the Agency. External sharing encompasses sharing with other federal, state and local government, and third-party private sector entities.*

- 4.1 Is information shared outside of EPA as part of the normal agency operations? If so, identify the organization(s), how the information is accessed and how it is to be used, and any agreements that apply.**

No

- 4.2 Describe how the external sharing is compatible with the original purposes of the collection.**

N/A

- 4.3 How does the system review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within EPA and outside?**

N/A

- 4.4 Does the agreement place limitations on re-dissemination?**

N/A

- 4.5 Privacy Impact Analysis: Related to Information Sharing**

*Discuss the privacy risks associated with the sharing of information outside of the agency.  
How were those risks mitigated?*

**Privacy Risk:**

None

**Mitigation:**

N/A

## **Section 5.0 Auditing and Accountability**

*The following questions are intended to describe technical and policy-based safeguards and security*

measures.

**5.1 How does the system ensure that the information is used as stated in Section 6.1?**

There is no PII collected or stored on the Intranet website other than business contact information, therefore there are no unique privacy safeguards, as there is no private information contained in the system. Business contact information is, by definition, unfortunately, PII, but because it is published, there is minimal of breach

**5.2 Describe what privacy training is provided to users either generally or specifically relevant to the system/collection.**

The systems are covered by the agency’s annual mandatory training requirements, e.g., security awareness, ethics, privacy, and FOIA.

**5.3 Privacy Impact Analysis: Related to Auditing and Accountability**

**Privacy Risk:**

None

**Mitigation:**

N/A

**Section 6.0 Uses of the Information**

*The following questions require a clear description of the system’s use of information.*

**6.1 Describe how and why the system uses the information.**

The EPA intranet is used as a mechanism for communication for employees. The EPA intranet provides a published staff directory used to search for employee business information.

**6.2 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. Or any identifier that can be linked or is linkable to an individual.)**

**6.3 What type of evaluation has been conducted on the probable or potential**

**effect of the privacy of individuals whose information is maintained in the system of records?**

N/A

#### **6.4 Privacy Impact Analysis: Related to the Uses of Information**

*Describe any types of controls that may be in place to ensure that information is handled in accordance with the uses described above.*

**Privacy Risk:**

None

**Mitigation:**

N/A

**\*If no SORN is required, STOP HERE.**

*The NPP will determine if a SORN is required. If so, additional sections will be required.*

### **Section 7.0 Notice**

*The following questions seek information about the system's notice to the individual about the information collected, the right to consent to uses of information, and the right to decline to provide information.*

**7.1 How does the system provide individuals notice prior to the collection of information? If notice is not provided, explain why not.**

**7.2 What opportunities are available for individuals to consent to uses, decline to provide information, or opt out of the collection or sharing of their information?**

**7.3 Privacy Impact Analysis: Related to Notice**

*Discuss how the notice provided corresponds to the purpose of the project and the stated uses. Discuss how the notice given for the initial collection is consistent with the stated use(s) of the information. Describe how the project has mitigated the risks associated with potentially insufficient notice and opportunity to decline or consent.*

**Privacy Risk:**

**Mitigation:**

## **Section 8.0 Redress**

*The following questions seek information about processes in place for individuals to seek redress which may include access to records about themselves, ensuring the accuracy of the information collected about them, and/or filing complaints.*

**8.1 What are the procedures that allow individuals to access their information?**

**8.2 What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?**

**8.3 Privacy Impact Analysis: Related to Redress**

*Discuss what, if any, redress program the project provides beyond the access and correction afforded under the Privacy Act and FOIA.*

**Privacy Risk:**

**Mitigation:**