



U.S. Department of the Interior

PRIVACY IMPACT ASSESSMENT

Introduction

The Department of the Interior requires PIAs to be conducted and maintained on all IT systems whether already in existence, in development or undergoing modification in order to adequately evaluate privacy risks, ensure the protection of privacy information, and consider privacy implications throughout the information system development life cycle. This PIA form may not be modified and must be completed electronically; hand-written submissions will not be accepted. See the DOI PIA Guide for additional guidance on conducting a PIA or meeting the requirements of the E-Government Act of 2002. See Section 6.0 of the DOI PIA Guide for specific guidance on answering the questions in this form.

NOTE: See Section 7.0 of the DOI PIA Guide for guidance on using the DOI Adapted PIA template to assess third-party websites or applications.

Name of Project

Yukon-Kuskokwim Delta Berry Outlook

Bureau/Office

US Geological Survey

Bureau/Office Contact Title

Social Scientist

Point of Contact Email

nhmerc@usgs.gov

First Name

Nicole

M.I.

Last Name

Herman-Mercer

Phone

(303) 236-5031

Address Line 1

Denver Federal Center, MS 418

Address Line 2

City

Denver

State/Territory

Colorado

Zip

80225

Section 1. General System Information

A. Is a full PIA required?

Yes

Yes, information is collected from or maintained on

Members of the general public

B. What is the purpose of the system?

The USGS mission is to serve the Nation by providing reliable scientific information to describe and understand the Earth. This project will collect information from the public to better understand the abundance, distribution, and variability of berry resources in the Yukon-Kuskokwim Delta region of Alaska. The people of the YK delta rely on wild berries for a substantial part of their diet and hold information about the long term distribution and abundance of berries that is useful for understanding current and future changes to berry habitat due to climate change impacts that will effect both human and wildlife populations of the Yukon Delta Region and Yukon Delta National Wildlife Refuge.

C. What is the legal authority?

15 U.S.C. 2901, 2908 The National Climate Program Act of 1978 established a national climate program to assist the Nation and the world to understand and respond to natural and man-induced climate processes and their implications.

D. Why is this PIA being completed or modified?

New Information System

E. Is this information system registered in CSAM?

No

F. List all minor applications or subsystems that are hosted on this system and covered under this privacy impact assessment.

Subsystem Name	Purpose	Contains PII	Describe
None	NA	No	

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

No

H. Does this information system or electronic collection require an OMB Control Number?

Yes

Describe

The information system will contain PII from ten or more members of the public from which information is collected.

Section 2. Summary of System Data

A. What PII will be collected? Indicate all that apply.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Name | <input type="checkbox"/> Religious Preference | <input type="checkbox"/> Social Security Number (SSN) |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Security Clearance | <input checked="" type="checkbox"/> Personal Cell Telephone Number |
| <input checked="" type="checkbox"/> Gender | <input type="checkbox"/> Spouse Information | <input type="checkbox"/> Tribal or Other ID Number |
| <input checked="" type="checkbox"/> Birth Date | <input type="checkbox"/> Financial Information | <input type="checkbox"/> Personal Email Address |
| <input type="checkbox"/> Group Affiliation | <input type="checkbox"/> Medical Information | <input type="checkbox"/> Mother's Maiden Name |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Disability Information | <input checked="" type="checkbox"/> Home Telephone Number |
| <input type="checkbox"/> Biometrics | <input type="checkbox"/> Credit Card Number | <input type="checkbox"/> Child or Dependent Information |
| <input type="checkbox"/> Other Names Used | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Employment Information |
| <input type="checkbox"/> Truncated SSN | <input type="checkbox"/> Education Information | <input type="checkbox"/> Military Status/Service |
| <input type="checkbox"/> Legal Status | <input type="checkbox"/> Emergency Contact | <input checked="" type="checkbox"/> Mailing/Home Address |
| <input checked="" type="checkbox"/> Place of Birth | <input type="checkbox"/> Driver's License | |
| <input type="checkbox"/> Other | <input type="checkbox"/> Race/Ethnicity | |

B. What is the source for the PII collected? Indicate all that apply.

- | | | | |
|--|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Individual | <input type="checkbox"/> Tribal agency | <input type="checkbox"/> DOI records | <input type="checkbox"/> State agency |
| <input type="checkbox"/> Federal agency | <input type="checkbox"/> Local agency | <input type="checkbox"/> Third party source | <input type="checkbox"/> Other |

C. How will the information be collected? Indicate all that apply.

- Paper Format Face-to-Face Contact Fax Telephone Interview
 Email Web Site Other Information Shared Between Systems

D. What is the intended use of the PII collected?

The PII will only be used in order to understand demographics of project participants and to contact participants for project follow up and reporting.

E. With whom will the PII be shared, both within DOI and outside DOI? Indicate all that apply.

- Within the Bureau/Office

Describe the bureau or office and how the data will be used.

PII will not be shared

- Other Bureaus/Offices
 Other Federal Agencies
 Tribal, State or Local Agencies
 Contractor
 Other Third Party Sources

F. Do individuals have the opportunity to decline to provide information or to consent to the specific uses of their PII?

Yes

Describe the method by which individuals can decline to provide information or how individuals consent to specific uses.

Individuals will be provided with an informed consent sheet that describes their rights as a project participant and that they may decline to answer any questions or to provide any information at no risk to them. The informed consent sheet will further describe the uses of PII by the USGS.

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

- Privacy Act Statement Privacy Notice Other None

Describe each applicable format.

The Privacy Act Statement and Privacy Notice will be printed on each informed consent sheet presented to project participants.

H. How will data be retrieved? List the identifiers that will be used to retrieve information (e.g., name, case number, etc.).

The data will only be retrieved manually from the system, specific identifiers to aid in the retrieval will be the names of the villages project participants live in.

I. Will reports be produced on individuals?

No

Section 3. Attributes of System Data

A. How will data collected from sources other than DOI records be verified for accuracy?

Individuals providing PII will be relied upon to ensure that the data they are providing is accurate.

B. How will data be checked for completeness?

Data will be complete in so far as individuals are willing to provide identifying information. The system administrator will

check PII for completeness and accuracy as it is being collected and make a note of the reason for incomplete data i.e. individual did not wish to provide.

C. What procedures are taken to ensure the data is current? Identify the process or name the document (e.g., data models).

Individuals will be relied upon to report current data, however data need only to be current during the period it is collected as it is time sensitive data. Therefore no procedures will be in place to update the data beyond the life of the data collection procedures.

D. What are the retention periods for data in the system? Identify the associated records retention schedule for the records in this system.

The data will be retained for as long as the system administrator is employed by the US Geological Survey or for a period of five year, whichever comes first. Schedule N1-57-08-06, Item 906-01.

E. What are the procedures for disposition of the data at the end of the retention period? Where are the procedures documented?

At such time as the system administrator is due to be separated from the USGS or a period of five years after data collection all PII will be destroyed by the system administrator. PII will be purged via a shredder as all PII will be stored in paper format and not electronically.

F. Briefly describe privacy risks and how information handling practices at each stage of the "information lifecycle" (i.e., collection, use, retention, processing, disclosure and destruction) affect individual privacy.

The main risk to the privacy of individuals providing information will be during the fieldwork and collection period due to the inadvertent loss of paper copies of PII. However, the PII information will be in the possession of the system administrator throughout the fieldwork and data collection period. No copies will be made of this information. Upon return to the system administrator's office all papers containing PII will be stored in a locked file cabinet within a locked office. Only the system administrator will have a key to the locked file cabinet though other system staff will have access to the office itself. Electronic copies of PII will not be created or retained, instead individuals will be identified only be demographic information in electronic files. Upon the system administrators separation from the USGS or a period of five years all paper copies containing PII will be destroyed by shredding the paper copies.

Section 4. PIA Risk Review

A. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

Yes

Explanation

The use of data is both relevant and necessary in order to contact individuals to arrange for meeting times and places in order to complete the fieldwork necessary for this project. It is also necessary in order to contact project participants to follow up with participants and report results. Demographic information is necessary in order to understand the spatial quality of the results.

B. Does this system or electronic collection derive new data or create previously unavailable data about an individual through data aggregation?

No

C. Will the new data be placed in the individual's record?

No

D. Can the system make determinations about individuals that would not be possible without the new data?

No

E. How will the new data be verified for relevance and accuracy?

No new data will be created about individuals.

F. Are the data or the processes being consolidated?

No, data or processes are not being consolidated

G. Who will have access to data in the system or electronic collection? Indicate all that apply.

- Users Developers System Administrator
 Contractors Other

H. How is user access to data determined? Will users have access to all data or will access be restricted?

Only the owner of the data will have access to PII, other uses, such as project collaborators will have access only to demographic information such as the name of the village, age, and gender of individuals that PII is collected from.

I. Are contractors involved with the design and/or development of the system, or will they be involved with the maintenance of the system?

No

J. Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, SmartCards or Caller ID)?

No

K. Will this system provide the capability to identify, locate and monitor individuals?

No

L. What kinds of information are collected as a function of the monitoring of individuals?

Individuals will not be monitored.

M. What controls will be used to prevent unauthorized monitoring?

Individuals will not be monitored.

N. How will the PII be secured?

(1) Physical Controls. Indicate all that apply.

- Security Guards Secured Facility Identification Badges Combination Locks
 Key Cards Closed Circuit Television Safes Locked Offices
 Locked File Cabinets Cipher Locks Other

(2) Technical Controls. Indicate all that apply.

- Password Intrusion Detection System (IDS)
 Firewall Virtual Private Network (VPN)
 Encryption Public Key Infrastructure (PKI) Certificates
 User Identification Personal Identity Verification (PIV) Card
 Biometrics
 Other

(3) Administrative Controls. Indicate all that apply.

- Periodic Security Audits Regular Monitoring of Users' Security Practices
 Backups Secured Off-site Methods to Ensure Only Authorized Personnel Have Access to PII
 Rules of Behavior Encryption of Backups Containing Sensitive Data
 Role-Based Training Mandatory Security, Privacy and Records Management Training
 Other

O. Who will be responsible for protecting the privacy rights of the public and employees? This includes officials responsible for addressing Privacy Act complaints and requests for redress or amendment of records.

Nicole Herman-Mercer will be responsible for protecting and safeguarding information.

P. Who is responsible for assuring proper use of the data and for reporting the loss, compromise, unauthorized disclosure, or unauthorized access of privacy protected information?

Nicole Herman-Mercer will be responsible for assuring proper use of the data and reporting the loss, compromise, unauthorized disclosure, or unauthorized access of privacy protected information.

Section 5. Review and Approval

Information System Owner

Email

rloehman@usgs.gov

First Name

Rachel

M.I.

M

Last Name

Loehman

Title

Social Scientist

Bureau/Agency

U.S. Geological Survey

Phone

(303) 236-5031



Electronically signed by: Rachel M Loehman

Date:

Reference number: DI-4001-152bc32aNH

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