PIA Assessment

1. OPDIV	NIH
2. PIA Unique Identifier	P-3643799-198981
2a. Name	NCI Local Network
3. The subject of this PIA is which of the following?	General Support System
3a. Identify the Enterprise Performance Lifecycle Phase of the system.	Operational
3b. Is this a FISMA-Reportable system?	Yes
4. Does the system include a Website or online application available to and for the use of the general public?	No
Accept / Reject Status	Accept
Question 4 Comment	
5. Identify the operator.	Agency
6. Point of Contact (POC)	
POC Title	System Owner
POC Name	Cliff Wong
POC Organization	NCI/OD/CBIIT
POC Email	wongcc@mail.nih.gov
POC Phone	240-276-5132
Accept / Reject Status	Accept
Question 6 Comment	
7. Is this a new or existing system?	Existing
8. Does the system have Security Authorization (SA)?	Yes

Accept / Reject Status	Accept
Question 8 Comment	
8a. Date of Security Authorization	08/31/2017
9. Indicate the following reason(s) for updating this PIA. Choose from the following options.	PIA Validation (PIA Refresh/Annual Review)
Other	This General Support System (GSS) is established by the National Cancer Institute (NCI), Office of the Director (OD), Center for Biomedical Informatics and Information Technology (CBIIT). The NCI Local Network (LAN) General Support System (GSS) is aligned as a Tier 1 GSS to fulfill the purpose mandated by the NIH IT System Realignment; streamline reporting for the Federal Information Security Modernization Act (FISMA) 2014 and facilitate efficiency. This Tier 1 General Support System (GSS) does not itself have a website or online application; however, the NCI LAN GSS contains significant subcomponents (subsystems) which are essential to achieving the mission of the National Cancer Institute (NCI). These Tier 2, 3, and 4 subsystems have unique and specific Privacy Impact Assessments (PIAs); which may address website(s); online applications; Personally Identifiable Information (PII); applicability to Privacy Act System of Records Notice (SORN) and the Paperwork Reduction Act (PRA) Information Collection Request.
Accept / Reject Status	Accept
Question 9 Comment	

10. Describe in further detail any changes to the system that have occurred since the last PIA.	Due to the scope of the NCI LAN GSS, it is not usable to list all changes to the system within the format of this Privacy Impact Assessment (PIA). However, all changes to the NCI Local Network (LAN) GSS are managed within an established baseline system configuration which adheres to federal standards and settings including configuration guidelines for desktops, firewalls, software, operating systems, environment, and other IT devices. NCI currently uses multiple repositories (e.g., JIRA, Collaborate) to maintain Configuration Management artifacts and Collaborate to dynamically generate and display real-time server information using SQL from data. NCI uses a private implementation of ServiceNow to manage all configuration change requests. The complete inventory of all LAN systems, devices, and assets is maintained in various formats, depending on the nature of the asset.
Accept / Reject Status	Accept
Question 10 Comment	

11. Describe the purpose of the system.	Due to the scope and purpose of this General Support System, the NIH Senior Official for Privacy requests that the final Privacy Impact Assessment be withheld from publication on an external website. The purpose of the National Cancer Institute's (NCI) Local Network (LAN) General Support System (GSS) is to provide infrastructure, network services, and application hosting to support a variety of cancer related research, education, and biomedical initiatives. It is used to provide access and connectivity to NCI computing devices and storage resources. Included within the NCI LAN GSS authorization boundary are NCI Center for Biomedical Informatics and Information Technology (CBIIT) supported servers, end-user computers, network devices, and print services. The National Cancer Institute (NCI) leads the National Cancer Program and the National Institutes of Health (NIH), U.S. Department of Health and Human Services (HHS) efforts to dramatically reduce the prevalence of cancer and improve the lives of cancer patients and their families, through research into prevention and cancer biology, the development of new interventions, and the training and mentoring of new researchers. NCI Local Network (LAN) General Support System (GSS) has the following subcomponents: CBIIT Portfolio Manager System Cancer Genome Anatomy Project Cooperative Research and Development Agreements DCEG Intramural DCP Enterprise System Knowledgebase Document Generation System Early Detection Research Network Electronic Telework System Health Communications Internship Program Introduction to Cancer Research Careers Labmatrix (NCI) Molecular Analysis for Therapy Choice (MATCH) application NCI At Your Service NCI Cancer Central Clinical Database NCI Cloud Services NCI DCTD M-PACT Tumor Sequencing Database Management System (Genemed) NCI Enterprise Security Program NCI IMPAC II Extensions NCI Mobile and Web Applications NCI National Biomedical Imaging Archive NCI OSFM Computer Aided Facility Management System NCI Portfolio Management Application NCI Public Websites NCI SharePoint NCI Unified Communications OCPL Websites of Information for Public External Office of Acquisition System E-Contracts

Accept / Reject Status	Accept
Question 11 Comment	

12. Describe the type of information the system will collect, maintain (store), or share. (Subsequent questions will identify if this information is PII and ask about the specific data elements.)	As a Tier 1 General Support System (GSS), NCI Local Network (LAN) does not itself collect, maintain (store) or share information. However, the NCI LAN GSS contains significant subcomponents (subsystems) which are essential to achieving the mission of the National Cancer Institute (NCI). These Tier 2, 3, and 4 subsystems have unique and specific Privacy Impact Assessments (PIAs) which address the type of information the specific system will collect, maintain, store, and share. NCI Local Network (LAN) General Support System (GSS) has the following subcomponents: CBIIT Portfolio Manager System Cancer Genome Anatomy Project Cooperative Research and Development Agreements DCEG Intramural DCP Enterprise System Knowledgebase Document Generation System Early Detection Research Network Electronic Telework System Health Communications Internship Program Introduction to Cancer Research Careers Labmatrix (NCI) Molecular Analysis for Therapy Choice (MATCH) application NCI At Your Service NCI Cancer Central Clinical Database NCI Cloud Services NCI DCTD M-PACT Tumor Sequencing Database Management System (Genemed) NCI Enterprise Security Program NCI IMPAC II Extensions NCI Mobile and Web Applications NCI National Biomedical Imaging Archive NCI OSFM Computer Aided Facility Management System NCI Portfolio Management Application NCI Public Websites NCI SharePoint NCI Unified Communications OCPL Websites of Information for Public External Office of Acquisition System E-Contracts PRO-CTCAE Secure Physical Access Control and Environmental Systems Smokefree.gov Website(s) and Mobile Apps TTC Technology Information Management System e-Grants, web-Grants Users log in to the various supported applications/systems on this GSS using NIH Active Directory, which maintains its own unique privacy impact assessment (PIA). The purpose of NIH Active Directory is to authenticate and authorize all users and computers in a Windows domain type network; assigning and enforcing information security policies for all computers and installing or updating software. NIH Active Directory collects unique user names

Accept / Reject Status	Accept
Question 12 Comment	
13. Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.	The National Cancer Institute's (NCI) Local Network (LAN) General Support System (GSS) provides infrastructure, network services, and application hosting to support a variety of cancer related research, education, and biomedical initiatives. It is used to provide access and connectivity to NCI computing devices and storage resources. The NCI LAN GSS provides a range of supporting and shared services that enable NCI stakeholders to operate applications, manage directory services, manage software development services, maintain knowledge platforms and enable common communications tools (i.e. unified communications, WebEx), security operations and monitoring services, but does not directly own the data stored, collected or processed by these applications. Included within the NCI LAN GSS authorization boundary are NCI Center for Biomedical Informatics and Information Technology (CBIIT) supported servers, end-user computers, network devices, and print services. Users log in to the various supported applications/systems on this GSS using NIH Active Directory, which maintains its own unique privacy impact assessment (PIA). The purpose of NIH Active Directory is to authenticate and authorize all users and computers in a Windows domain type network; assigning and enforcing information security policies for all computers and installing or updating software. NIH Active Directory collects unique user names and passwords (user credentials) and stores them in an encrypted format. NIH Active Directory is an essential service which facilitates and governs network access to various resources.
Accept / Reject Status	Accept
Question 13 Comment	
14. Does the system collect, maintain, use or share PII?	No
Accept / Reject Status	Accept

Question 14 Comment	As a Tier 1 General Support System (GSS), the NCI Local Network (LAN) does not itself collect, maintain (store) or share information. However, the NCI LAN GSS contains significant subcomponents (subsystems) which are essential to achieving the mission of the National Cancer Institute (NCI). These Tier 2, 3, and 4 subsystems have unique and specific Privacy Impact Assessments (PIAs) which address the type of information the specific system will collect, maintain, store, and share, including personally identifiable information (PII).
15. Indicate the type of PII that the system will collect or maintain.	
Accept / Reject Status	
Question 15 Comment	
16. Indicate the categories of individuals about whom PII is collected, maintained or shared.	
Accept / Reject Status	
Question 16 Comment	
17. How many individuals' PII is in the system?	10,000-49,999
Accept / Reject Status	
Question 17 Comment	
18. For what primary purpose is the PII used?	No

Accept / Reject Status	
Question 18 Comment	
19. Describe the secondary uses for which the PII will be used (e.g. testing, training or research)	
Accept / Reject Status	
Question 19 Comment	
20. Describe the function of the SSN.	
Accept / Reject Status	
Question 20 Comment	
20a. Cite the legal authority to use the SSN.	
21. Identify legal authorities governing information use and disclosure specific to the system and program.	
22. Are records on the system retrieved by one or more PII data elements?	No
Accept / Reject Status	
Question 22 Comment	
22a. Identify the number and title of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or identify if a SORN is being developed.	
Published:	
Published:	
Published:	

In Progress	
23. Identify the sources of PII in the system.	
Accept / Reject Status	
Question 23 Comment	
23a. Identify the OMB information collection approval number and expiration date.	
24. Is the PII shared with other organizations?	
Accept / Reject Status	
Question 24 Comment	
24a. Identify with whom the PII is shared or disclosed and for what purpose.	
Within HHS	
Other Federal Agency/ Agencies	
State or Local Agency/ Agencies	
Private Sector	

24b. Describe any agreements in place that authorizes the information sharing or disclosure (e.g. Computer Matching Agreement, Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	
24c. Describe the procedures for accounting for disclosures.	
25. Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.	
Accept / Reject Status	
Question 25 Comment	
26. Is the submission of PII by individuals voluntary or mandatory?	
Accept / Reject Status	
Question 26 Comment	
27. Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	
Accept / Reject Status	
Question 27 Comment	

28. Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/ or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	
Accept / Reject Status	
Question 28 Comment	
29. Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	
Accept / Reject Status	
Question 29 Comment	
30. Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. If no processes are in place, explain why not.	
Accept / Reject Status	
Question 30 Comment	
31. Identify who will have access to the PII in the system and the reason why they require access.	

Users	
Administrators	
Developers	
Contractors	
Others	
32. Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	
Accept / Reject Status	
Question 32 Comment	
33. Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	
Accept / Reject Status	
Question 33 Comment	

34. Identify training and awareness provided to personnel (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.	
Accept / Reject Status	
Question 34 Comment	
35. Describe training system users receive (above and beyond general security and privacy awareness training).	
Accept / Reject Status	
Question 35 Comment	
36. Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?	
Accept / Reject Status	
Question 36 Comment	
37. Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific records retention schedules.	
Accept / Reject Status	

Question 37 Comment	
38. Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.	No Pii
Accept / Reject Status	
Question 38 Comment	
39. Identify the publicly-available URL.	
Accept / Reject Status	
Question 39 Comment	
40. Does the website have a posted privacy notice?	
Accept / Reject Status	
Question 40 Comment	
40a. Is the privacy policy available in a machine-readable format?	
41. Does the website use web measurement and customization technology?	
Accept / Reject Status	
Question 41 Comment	

41a. Select the type of website measurement and customization technologies is in use and if it is used to collect PII. (Select all that apply).	
Web Beacons	
Collects PII?	
Web Bugs	
Collects PII?	
Session Cookies	
Collects PII?	
Persistent Cookies	
Collects PII?	
Other ...	
Collects PII?	
42. Does the website have any information or pages directed at children under the age of thirteen?	No
Accept / Reject Status	
Question 42 Comment	
42a. Is there a unique privacy policy for the website, and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
43. Does the website contain links to non-federal government websites external to HHS?	
Accept / Reject Status	

Question 43 Comment	
43a. Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	

REVIEWER QUESTIONS: The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.

1. Are the questions on the PIA answered correctly, accurately, and completely?	Yes
Reviewer Notes	
Accept / Reject Status	Accept
Question 1 Comment	
2. Does the PIA appropriately communicate the purpose of PII in the system and is the purpose justified by appropriate legal authorities?	Yes
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Question 2 Comment	
3. Do system owners demonstrate appropriate understanding of the impact of the PII in the system and provide sufficient oversight to employees and contractors?	Yes
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept

Question 3 Comment	
4. Does the PIA appropriately describe the PII quality and integrity of the data?	No
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Question 4 Comment	
5. Is this a candidate for PII minimization?	No
Reviewer Notes	
Accept / Reject Status	Accept
Question 5 Comment	
6. Does the PIA accurately identify data retention procedures and records retention schedules?	No
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Question 6 Comment	
7. Are the individuals whose PII is in the system provided appropriate participation?	No
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Question 7 Comment	

8. Does the PIA raise any concerns about the security of the PII?	No
Reviewer Notes	
Accept / Reject Status	Accept
Accept / Reject Status	Accept
Question 8 Comment	
9. Is applicability of the Privacy Act captured correctly and is a SORN published or does it need to be?	No
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Accept / Reject Status	Accept
Question 9 Comment	
10. Is the PII appropriately limited for use internally and with third parties?	No
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Question 10 Comment	
11. Does the PIA demonstrate compliance with all Web privacy requirements?	No
Reviewer Notes	Not applicable.
Accept / Reject Status	Accept
Question 11 Comment	

12. Were any changes made to the system because of the completion of this PIA?	No
Reviewer Notes	
Accept / Reject Status	Accept
Question 12 Comment	
General Comments	
Status and Approvals	
IC Status	IC Approved
OSOP Status	HHS Approved
OPDIV Senior Official for Privacy Signature	
HHS Senior Agency Official for Privacy	