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Privacy Impact Assessment Form

v 1.47.4

Status	Draft	Form Number	F-68720	Form Date	3/6/2018 8:27:40 AM	

	Question	Answer
1	OPDIV:	CDC
2	PIA Unique Identifier:	P-8140329-191084
2a	Name:	CDC Wizehive (WizeH)

3 The subject of this PIA is which of the following?

- ○ General Support System (GSS)
- ○ Major Application
- ● Minor Application (stand-alone)
- ○ Minor Application (child)
- ○ Electronic Information Collection
- ○ Unknown

3a	Identify the Enterprise Performance Lifecycle Phase of the system.	Operations and Maintenance

3b	Is this a FISMA-Reportable system?	○ Yes ● No

4	Does the system include a Website or online application available to and for the use of the general public?	○ Yes ● No

5	Identify the operator.	● Agency ○ Contractor

6 Point of Contact (POC):

POC Title	ISSO
POC Name	Jared Brown
POC Organization	MISO
POC Email	frr6@cdc.gov
POC Phone	770-488-5993

7	Is this a new or existing system?	● New ○ Existing

8	Does the system have Security Authorization (SA)?	○ Yes ● No

8b	Planned Date of Security Authorization	June 12, 2018 ☐ Not Applicable

11	Describe the purpose of the system.	CDC WizeHize (WizeH) is a web-based cloud application that allows CDC Management Information Systems Office (MISO) to develop tailored work-flows and a centralized repository for Fellowship applicants. WizeH will streamline the application process for CDC Programs who are looking for a variety of applicants ranging from fellows to doctors and who will be on assignment throughout the world. CDC programs can find and select candidates based on the profiles the fellows have created of their skills, concentrations and specialties. CDC WizeH is being implemented to enable applicants and host sites to apply to CDC fellowships online, program participants to submit fellowship progress and monitoring information, and fellowship alumni to submit professional alumni data in one integrated database.	
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.)	WizeH collects Fellowship applicants' Names; Date of Birth; Gender; Email Address; Mailing Address; Phone Numbers; Fellowship Entry Year; Citizenship Information; Education and Training; Work Experience; Volunteer Activities; Research Grants; Presentations; Publications; Interests; and Skills and Abilities. Additional information will include assignment description for the CDC, health department, or other assignment location. All submissions of data are voluntary including participation in the alumni directory.	

13	Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.	The primary purpose of CDC WizeHive is to provide a centrally managed repository of application data received from fellowship applicants and alumni data received from fellowship graduates. CDC WizeHive will allow applicants and host sites to apply to CDC fellowships online, program participants to submit fellowship progress and monitoring information, and fellowship alumni to submit professional alumni data in one integrated database. The target audience for fellowship applications consists of professionals in public health, epidemiology, medicine, economics, information science, veterinary medicine, nursing, pharmacy, public policy and related professions, and medical, veterinary, and graduate students. The target audience for host site applications consists of CDC Centers, Institutes, and Offices, state, territorial, local and tribal health departments, other federal government agencies, and other non-governmental health related entities (e.g., managed care organizations).

Applicants choosing to apply to one or more CDC fellowship(s) will enter their information once and alumni who choose to participate in the alumni directory will have the option of providing updates to information that has changed. Information about alumni who provide consent will be included in standard down loadable reports including the alumni directory. Alumni will use the directory to facilitate networking, per their request. CDC will use the information collected for processing application data, selection of qualified candidates, monitoring the progress of the fellowship experience, maintaining a current alumni database, documenting the impact of the fellowships, and generating reports. After graduation, Fellowship alumni information is retained, and alumni are encouraged to update their data as their professional positions evolve.

During each Fellowship's open enrollment period, WizeH collects Fellowship applicants' Names, Date of Birth, Gender, Email Address, Mailing Address, Phone Numbers, Fellowship Entry Year, Citizenship Information, Education and Training, Work Experience, Volunteer Activities, Research Grants, Presentations, Publications, Interests, Skills and Abilities. Additional information will include assignment description for the CDC, health department, or other assignment location. All submissions of data are voluntary including participation in the alumni directory. Supervisors and CDC fellowship program staff will monitor the information entered along with the fellowship experience. |
| 14 | Does the system collect, maintain, use or share **PII**? | ⦿ Yes ◯ No |

15	Indicate the type of PII that the system will collect or maintain.	☐ Social Security Number ☒ Date of Birth ☒ Name ☐ Photographic Identifiers ☐ Driver's License Number ☐ Biometric Identifiers ☐ Mother's Maiden Name ☐ Vehicle Identifiers ☒ E-Mail Address ☒ Mailing Address ☒ Phone Numbers ☐ Medical Records Number ☐ Medical Notes ☐ Financial Account Info ☒ Certificates ☐ Legal Documents ☒ Education Records ☐ Device Identifiers ☐ Military Status ☒ Employment Status ☐ Foreign Activities ☐ Passport Number ☐ Taxpayer ID Work Experience Volunteer Activities, Research Grants, Presentations, Publications, Interests, Skills and Abilities. Fellowship Entry Year Professional License Citizenship and Visa Information Volunteer Activities, Research Grants, Presentations, Publications, Interests, Skills and Abilities.
16	Indicate the categories of individuals about whom PII is collected, maintained or shared.	☒ Employees ☒ Public Citizens ☐ Business Partners/Contacts (Federal, state, local agencies) ☐ Vendors/Suppliers/Contractors ☐ Patients Other Professionals that support the health care industry.
17	How many individuals' PII is in the system?	5,000-9,999
18	For what primary purpose is the PII used?	The primary purpose for PII in WizeHive is to enable the program to identify Fellowship candidates efficiently and effectively.
19	Describe the secondary uses for which the PII will be used (e.g. testing, training or research)	The secondary use of the PII is to maintain contact information for Alumni Fellows.
20	Describe the function of the SSN.	SSNs will not be stored, transmitted or processed by the system.
20a	Cite the **legal authority** to use the SSN.	SSNs will not be stored, transmitted or processed by the system.
21	Identify **legal authorities** governing information use and disclosure specific to the system and program.	Public Health Service Act, Section 207(g),(h), "Appointment of Personnel," Sections 208, "Pay and Allowances," and Section 301, "Research and Investigation" (42 U.S.C. 209 (g),(h), 210 and 241).

22	Are records on the system retrieved by one or more PII data elements?	⦿ Yes ○ No

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:	09-20-0112: Fellowship Program and Guest Researcher Records
		Published:	OPM/GOVT–5, Recruiting, Examining, and Placement Records
		Published:	
			☐ In Progress

23	Identify the sources of PII in the system.	**Directly from an individual about whom the information pertains** ☐ In-Person ☐ Hard Copy: Mail/Fax ☐ Email ☒ Online ☐ Other **Government Sources** ☒ Within the OPDIV ☐ Other HHS OPDIV ☐ State/Local/Tribal ☐ Foreign ☐ Other Federal Entities ☐ Other **Non-Government Sources** ☒ Members of the Public ☐ Commercial Data Broker ☐ Public Media/Internet ☐ Private Sector ☐ Other

23a	Identify the OMB information collection approval number and expiration date.	0920-0765 - 04/30/2018

24	Is the PII shared with other organizations?	○ Yes ⦿ No

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.	During the application process, applicants are notified of what PII will be requested and how the information will be used. Application to the CDC Fellowship program is voluntary, and if the applicants consent to providing the information requested, they proceed with the on-line application.

26	Is the submission of PII by individuals voluntary or mandatory?	⦿ Voluntary ○ Mandatory

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.	Application to the Fellowship program through the use of CDC WizeHive is voluntary; the opt-out method for applicants is to not continue with the Fellowship application. However, the data collected is required in order to complete the Fellowship application.
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.	Should major changes ever occur to the system CDC Program Administrators will notify individuals whose PII is in the system by email asking them to log on to the system to provide electronic consent as appropriate. The EIS Bulletin will also include an announcement of notification and request alumni to log on to the system to provide electronic consent as appropriate.
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.	Users are able to notify the CDC Program Administrators via the site to help assist with resolving any issue. Alternatively, they can send an email to the WizeHive Customer Support team at support@wizehive.com.
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.	Candidates matriculated into the program are required to maintain current information within the system. Candidates update their own data during the re-application process.

31	Identify who will have access to the PII in the system and the reason why they require access.	☒ Users	View and update their own profile information
		☒ Administrators	View users profiles for fellowship selection and placement
		☐ Developers	
		☐ Contractors	
		☒ Others	View users profiles for fellowship selection and placement

32	Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Role based access methodology is employed to determine which users are able to access PII. Only those individuals having a need to know will be granted access to the PII.
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.	The WizeHive application utilizes the principle of least privilege access. Users can only see their own information. WizeHive Managers, Administrators, and Reviewers would be able to view Users information.
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.	All CDC users, and accepted fellows must complete CDC Security and Privacy Awareness Training (SAT) program and annual refresher training.
35	Describe training system users receive (above and beyond general security and privacy awareness training).	N/A - Secondary training is not required.
36	Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?	⦿ Yes ◯ No

37	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific records retention schedules.	CDC is responsible for maintaining the data for the application. Data retention and destruction of PII will keep in accordance with NARA policies as implemented by CDC/ITSO. GRS 2.3.033- EEO Records- Prelim/bkgd files Retain for 2 years GRS 2.3.035 EEO Records - Compliance reports Retain for 5 years 4-02b Data from databases: Destroy when no longer needed for administrative purposes. GRS 23-5 Schedules of Daily Activities. Input data, dispose when no longer needed. System data, ten years. Output data, final reports, permanent. Output data, Ad-hoc printouts, five years, Output data, other electronic files, dispose when no longer needed.	
38	Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.	WizeHive Application's PII is secured via: Administrative Controls Include the enforcement of user roles and by having users agree to system Rules of Behavior. Any changes to the application must go through a the WizeHive Administrator and Reviewers. Technical Controls Technical controls are in place to minimize the possibility of unauthorized access, use, or dissemination of the data in the system. The application utilizes role-based access and grants access to the data based on authentication and authorization. WizeHive User identification is required through email address and password. WizeHive Operation team utlizes Elastic Logstah, Amazon CloudWatch, and PagerDuty to detect anomalies in near real-time. Amazon AWS utilized network security tools such as firewalls, secure access points, intrusion detection, and transmission protection. Amazon employs multi-factor authentication to allow remote access to the data center. Physical Controls Servers are housed in the Amazon state of the art data centers. Physical access is strictly controlled by both perimeter and building ingress points. The facility has physical security staff, video surveillance, intrusion detection system, and other electronic means. Personnel must pass two-factor authentication a minimum of two times to access the data center floors.	
General Comments			

OPDIV Senior Official
for Privacy Signature