Archived Privacy Impact Assessment (PIA): CDC - OCIO Azure GSS - Port Health Activity Reporting System - QTR3 - 2024 - CDC8488195

Created Date: 9/4/2024 4:34 PM Last Updated: 9/4/2024 4:34 PM

Copy PIA (Privacy Impact Assessment)

Do you want to copy this PIA ?

Please select the user, who would be submitting the copied PIA.

Instructions

Review the following steps to complete this questionnaire:

1) Answer questions. Select the appropriate answer to each question. Question specific help text may be available via the icon. If your answer dictates an explanation, a required text box will become available for you to add further information.

2) Add Comments. You may add question specific comments or attach supporting evidence for your answers by clicking on the icon next to each question. Once you have saved the comment, the icon will change to the icon to show that a comment has been added.

3) Change the Status. You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.

4) Save/Exit the Questionnaire. You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

Acronyms

ATO - Authorization to Operate
CAC - Common Access Card
FISMA - Federal Information Security Management Act
ISA - Information Sharing Agreement
HHS - Department of Health and Human Services
MOU - Memorandum of Understanding
NARA - National Archives and Record Administration
OMB - Office of Management and Budget
PIA - Privacy Impact Assessment
PII - Personally Identifiable Information
POC - Point of Contact
PTA - Privacy Threshold Assessment
SORN - System of Records Notice
SSN - Social Security Number
URL - Uniform Resource Locator

Does this need to migrate to a Sub-Component?:	No

Consolidated Parent Component

Component Name
No Records Found

General Information

PIA Name:	CDC - OCIO Azure GSS - Port Health Activity Reporting System - QTR3 - 2024 - CDC8488195	**PIA ID:**	8488195
Name of Component:	OCIO Azure GSS	**Name of ATO Boundary:**	OCIO Azure GSS

Migrated Sub-Component PIA

PIA Name
No Records Found

Sub-Component

Software Name
Port Health Activity Reporting System

Original Related PIA ID

PIA Name
CDC - QARS - QTR2 - 2023 - CDC6757210

Overall Status:		**PIA Queue:**	
Submitter:	MEEKS, Arivey WANG, Terry	**# Days Open:**	(377)
Submission Status:	Re-Submitted	**Submit Date:**	8/9/2023
Next Assessment Date:	08/23/2026	**Expiration Date:**	8/23/2026
Office:	OD	**OpDiv:**	CDC
Security Categorization:			
Legacy PIA ID:		**Make PIA available to Public?:**	Yes
1:	Identify the Enterprise Performance Lifecycle Phase of the system		
2:	Is this a FISMA-Reportable system?		
3:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		
4:	ATO Date or Planned ATO Date		8/30/2023

Privacy Threshold Analysis (PTA)

PTA Name
CDC - OCIO Azure GSS - - QTR3 - 2024 - CDC8488187

History Log:	View History Log

PTA

PTA

PTA - 2:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA - 2A:	Describe in further detail any changes to the system that have occurred since the last PIA.	None
PTA - 3:	Is the data contained in the system owned by the agency or contractor?	Agency

PTA - 4:	Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions.	The Quarantine Activity Reporting System (QARS) is owned and operated by the CDC's Division of Global Migration and Quarantine (DGMQ). QARS collects data on individuals subject to quarantine or isolation orders, ill travelers (i.e., passengers and crew), contacts of ill travelers and/or individuals exposed or suspected of being exposed to serious communicable diseases.
PTA - 5:	List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.	QARS is an internal CDC system for collecting data on individuals subject to quarantine or isolation orders, ill travelers (i.e., passengers and crew), contacts of ill travelers, and/or individuals exposed or suspected of being exposed to serious communicable diseases. The Information collected from select general population individuals are: Name, address, telephone number(s), date of birth, e-Mail address, military status, Passport Number, foreign travel information, and medical information (case reports, illness response forms, medical assessments, medical records (including but not limited to clinical, hospital and laboratory data and data from other relevant tests). Documents collected are for the purpose of carrying out agency responsibilities under sections 311 and 361-368 of the Public Health Services Act. Passenger and crew manifests from conveyances carrying individuals subject to 42 CFR parts 70 and 71. Access to data is PIV authentication by CDC Active Directory (AD)/Personal Identity Verification (PIV) card. AD is a separate system with its own Privacy Impact Assessment.
PTA - 5A:	Are user credentials used to access the system?	
PTA - 5B:	Please identify the type of user credentials used to access the system.	

PTA - 6:	Describe why all types of information is collected (into), maintained, and/or shared with another system. This description should specify what information is collected about each category of individual.	The Information collected from select general population individuals are: Name, address, telephone number(s), date of birth, e-Mail address, military status, Passport Number, foreign travel information, and medical information (case reports, illness response forms, medical assessments, medical records (including but not limited to clinical, hospital and laboratory data and data from other relevant tests). Above data is collected for QARS to maintain records on the conduct of activities (e.g., quarantine, isolation) that fulfills the Department of Health and Human Services (HHS)'s and CDC's statutory authority under sections 311, 361-368 of the Public Health Service Act to prevent the introduction, transmission and spread of communicable diseases. Records are collected when individual known or suspected to have been exposed to serious communicable diseases arrives into the United States from foreign countries or is engaged in interstate or international movement. These records are used to take such actions (e.g., quarantine or isolation individual above) as necessary to prevent the introduction, transmission, and spread of serious communicable diseases from persons arriving into the United States from foreign countries or persons engaged in interstate or international movement. Internal CDC credentialed users: Name, userID, and email. User credentials data is used for user authentication.
PTA - 7:	Does the system collect, maintain, use or share PII?	Yes
PTA - 7A:	Does this include Sensitive PII as defined by HHS?	Yes
PTA - 8:	Does the system include a website or online application?	No
PTA - 8A:	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	No
PTA - 9:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	
PTA - 10:	Does the website have a posted privacy notice?	
PTA - 11:	Does the website contain links to non-federal government websites external to HHS?	
PTA - 11A:	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	
PTA - 12:	Does the website use web measurement and customization technology?	
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	
PTA - 13:	Does the website have any information or pages directed at children under the age of thirteen?	
PTA - 13A:	Does the website collect PII from children under the age thirteen?	
PTA - 13B:	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?	

PTA - 14:	Does the system have a mobile application?	No
PTA - 14A:	Is the mobile application HHS developed and managed or a third-party application?	
PTA - 15:	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
PTA - 16:	Does the mobile application/ have a privacy notice?	
PTA - 17:	Does the mobile application contain links to non-federal government website external to HHS?	
PTA - 17A:	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
PTA - 18:	Does the mobile application use measurement and customization technology?	
PTA - 18A:	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
PTA - 19:	Does the mobile application have any information or pages directed at children under the age of thirteen?	
PTA - 19A:	Does the mobile application collect PII from children under the age thirteen?	
PTA - 19B:	Is there a unique privacy policy for the mobile application and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 20:	Is there a third-party website or application (TPWA) associated with the system?	No
PTA - 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA

PIA

PIA - 1:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address Phone numbers Medical records (PHI) Military Status Date of Birth Mailing Address Other - Free text Field - UserID; foreign Travel Information
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Members of the public
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system.	Above 2000
PIA - 4:	For what primary purpose is the PII used?	PII is collected for the identification of ill travelers who are suspected of having a disease of public health interest.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	PII may be used for confirming case travel details, locating potentially exposed contacts, and initiating community-based investigation.
PIA - 6:	Describe the function of the SSN and/or Taxpayer ID.	N/A

PIA - 6A:	Cite the legal authority to use the SSN.	N/A
PIA - 7:	Identify legal authorities, governing information use and disclosure specific to the system and program.	Public Health Service Act, Section Sections 311, 361-368 (42 U.S.C. 242k) and 42 CFR parts 70 and 71.
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	Email address and name
PIA - 8B:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	09-20-0171, Quarantine-and-Traveler-Related Activities, Including Records for Contact Tracing Investigation and Notification https://www.cdc.gov/SORNnotice/09-20-0171.htm
PIA - 9:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains In-person Government Sources State/Local/Tribal Other Federal Entities Non-Government Sources Members of the Public
PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	Yes
PIA - 10A:	Provide the information collection approval number.	OMB Control No. 0920-0134
PIA - 10B:	Identify the OMB information collection approval number expiration date.	3/31/2026
PIA - 10C:	Explain why an OMB information collection approval number is not required.	OMB Control No. 0920-0134, expiration date 03/31/2026.
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	Yes
PIA - 11A:	Identify with whom the PII is shared or disclosed.	Other Federal Agency/Agencies Private Sector State or Local Agency/Agencies Within HHS

PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	Other Federal Agency/Agencies: Purpose: To more effectively deal with outbreaks and other significant public health conditions. Private Sector: Purpose: To medical personnel providing evaluation and care for ill or exposed persons, including travelers. State or Local Agency/Agencies: Purpose: To more effectively deal with outbreaks and other significant public health conditions. Within HHS: Purpose: To more effectively deal with outbreaks and other significant public health conditions.
PIA - 11C:	List any agreements in place that authorize the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	None
PIA - 11D:	Describe process and procedures for logging/tracking/accounting for the sharing and/or disclosing of PII. If no process or procedures are in place, please explain why not.	All disclosures of information are processed through CDC's Epidemic Information Exchange System (Epi-X). QARS maintains a record of each disclosure sent to Epi-X for processing and has the capability to produce detailed reports and summaries of those disclosures.
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 12A:	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	
PIA - 13:	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.	Due to CDC's Public Health mandate and the time sensitive nature of public health events, DGMQ does not request formal consent to collect or use PII. If the individual does not wish to provide the information, only partial information will be collected. However, if an individual refuses to provide the requested information and it is reasonably believed that the individual is infected with or has been exposed to a quarantinable communicable disease, CDC may quarantine, isolate, or place the individual under surveillance under 42 CFR 71.32 and 71.33.
PIA - 14:	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.	The QARS system's Authorization to Operate on the CDC network does not allow allow changes that would contradict the disclosure and/or data uses described in Privacy Act System of Records Notice (SORN) 09-20-0171, Quarantine- and Traveler-Related Activities, Including Records for Contact Tracing Investigation and Notification under 42 CFR Parts 70 and 71. Therefore this process is not applicable and has not been developed.

PIA - 15:	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.	Person having complaints, concerns, or questions about Quarantine Activity Reporting System privacy practices can send these inquiries via email, phone, or postal mail. General public communications are directed to CDC's Human Research Protection Office or their designee (huma@cdc.gov; 404-639-7570), for internal review, and then are forwarded to CDC's Privacy Unit as necessary to review concerns and respond to resolve the individual's inquiry. The correspondence should reasonably identify the record and specify the information being contested, the corrective action sought, and the reasons for requesting the correction, along with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.
PIA - 16:	Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not.	The system has validation and integrity rules in place. Subject Matter Experts conduct at a minimum annual reviews and thereafter periodic (monthly/quarterly) review data to ensure accuracy. Data is collected on a case by case basis for immediate identification of ill travelers who are suspected of having a disease of public health interest. Although immediate efforts may be made to confirm information during the investigation of an event, no efforts are made to periodically (outside the initial investigation) follow-up or review the integrity, availability, accuracy, and/or relevancy of the PII data collected.
PIA - 17:	Identify who will have access to the PII in the system.	Users Administrators
PIA - 17A:	Select the type of contractor.	
PIA - 17B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	
PIA - 18:	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	Users: Contact ill passengers for follow-up, contact tracing because of possible exposure to disease of public health significance. Administrators: Maintenance (Patches, updates) and compliance to integrity, accountability and confidentiality is maintained.

PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	The Business Steward is limiting access to the smallest possible number of people necessary to access PII data for conducting official responsibilities through specific Role-based requirements. If the individual's manager determines that access to the system is required for the individual to perform their regular duties, they will make a request to the system administrator who will establish an account for the user to access the system. Access to PII is strictly enforce by setting up user profile on the Principle of Least Privilege and a Need To Know standard. Individuals can only see selected functions and information that are necessary for its valid purpose based on their user profile. System Administrators in coordination with Business Steward will assign designated personnel for read/write to data fields and Subject Matter Experts to analyze transactional user's access, monitor process and protocols used, control asset inventory. The HHS credentialed employee PII data is identified as non-Sensitive Internal Business information (Identified by name and CDC issued UserID) and limited to authorized Administrators and Subject Matter Experts.
PIA - 20:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	QARS access roles are designed to ensure user access to PII is limited to the minimum amount of information necessary to perform their job. Least privilege, Role Based Access methods are used to allow those with access to PII to only access the minimum amount of information necessary to perform their job. The system administrator is responsible for setting up the user access to the system based on the CDC user ID and the permissions assigned to it.
PIA - 21:	Identify the general security and privacy awareness training provided to system users (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 personnel are required to complete annual Security and Privacy Awareness Training.
PIA - 22:	Describe training system users receive (above and beyond general security and privacy awareness training).	All CDC employees who have access to PII/sensitive information are required to complete HHS/CDC Role based training.

PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	Records are maintained in accordance with General Records Schedule (GRS) and comply with CDC Records Control Schedule (RCS). In accordance with GRS 5.2, final reports are created to document programmatic decisions, policies, and other related issues and are maintained permanently (CDC RCS, B-321, 2&4). Input data of Non- electronic records manually data entered are maintained and disposed of when no longer needed. Other input/output records are disposed of when no longer needed: Disposal methods include erasing computer tapes, burning or shredding paper materials or transferring records to the Federal Records Center when no longer needed for evaluation and analysis.
PIA - 24:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	Administrative controls: Completion of training requirements; risk analyses performed annually; branch management reviewing access requests and granting minimal amount of access. Technical controls: Users are authenticated and data secured using operating system and server security, administered by the local system administrator. PII data is encrypted at rest and in transits with access restricted to specific authorized users as required by HHS and CDC policy. Physical- The server is housed on CDC property with gate security guards at the entrances to the property, individual user access credentials are required for each non-public building , floor, and office. Closed Circuit TV is also used by the internal security guards to check for and grant access to authorized individuals.

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	**Privacy Analyst Review Date:**	8/9/2023
Privacy Analyst Comments:		**Privacy Analyst Days Open:**	

SOP Review

SOP Review Status:	Approved	**SOP Signature:**	JWO Signature.docx
SOP Comments:		**SOP Review Date:**	8/15/2023
		SOP Days Open:	6

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	**Agency Privacy Analyst Review Date:**	8/22/2023
Agency Privacy Analyst Review Comments:	Reviewer: Jim Laskowski Comments have been addressed in PIA-1. This PIA is ready for SAOP review and approval.	**Agency Privacy Analyst Days Open:**	7

SAOP Review

SAOP Review Status:	Approved	**SAOP Signature:**	
SAOP Comments:		**SAOP Review Date:**	8/24/2023
		SAOP Days Open:	2

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 15	MOSIOS, Joshua	7/21/2023	Please provide a non-pii contact number or address for HR's Protection Office	
PIA - 1	MOSIOS, Joshua	7/21/2023	Per the previously approved PIA, USER ID and Foreign Travel Information are also elements of PII that were processed by this system. If this was omitted in error, please include here. If this was not done in error, please resubmit the PTA to reflect a change in the system's relationship with data,	
PIA - 9	MOSIOS, Joshua	7/24/2023	Are "other federal entities" still sourced by this system? If so, please include here.	
PIA - 5	MOSIOS, Joshua	7/24/2023	Per PIA 18, communication is also a use for the contact information processed. Please include here.	