Affects Members Of the Public?	X

Department of Energy

Privacy Impact Assessment (PIA)

Guidance is provided in the template. See DOE Order 206.1, Department of Energy Privacy Program, Appendix A, Privacy Impact Assessments, for requirements and additional guidance for conducting a PIA: **https://www.directives.doe.gov/directives-documents/200-series/0206.1-BOrder/@@images/file**

Please complete form and return via email to Privacy@hq.doe.gov

No hand-written submissions will be accepted.

This template may not be modified.

MODULE I – PRIVACY NEEDS ASSESSMENT

Date	6/29/2023
Departmental Element & Site	US Dept of Energy Office of Energy Efficiency and Renewable Energy Bioenergy Technologies Office
Name of Information System or IT Project	Bioenergy Research and Education BRIDGES https://www7.eere.energy.gov/bioenergy/bridges/
Exhibit Project UID	ANL – U2JEVJK2HET3 INL – BM010810, WBS # 62016 Agreement # 38764
New PIA X **Update** ☐	

	Name, Title	Contact Information Phone, Email
System Owner	Sheila Dillard, Communications and Stakeholder Engagement Lead	202-586-1311 sheila.dillard@ee.doe.gov

MODULE I – PRIVACY NEEDS ASSESSMENT

Local Privacy Act Officer	Shaida Beklik EERE HQ Cyber Security Program Officer/Privacy Act Officer	202-586-4769 shaida.beklik@ee.doe.gov
Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Shaida Beklik EERE HQ Cyber Security Program Officer/Privacy Act Officer	202-586-4769 shaida.beklik@ee.doe.gov
Person Completing this Document	David Brown, Project Manager	301-903-8830 david.brown@ee.doe.gov
Purpose of Information System or IT Project	BRIDGES case study guides include a series of authentic learning experiences meant to provide equitable access to bioenergy education. They are designed for seamless use in various classroom settings, from virtual to in-person to hybrid learning, and can be used in any non-science courses and majors at the high school, technical/community college, or university level. Each case study should take at least 3 classroom hours to complete, depending on the student level. BRIDGES aims to provide adequate background and foundational materials for students and instructors with no prior bioenergy knowledge. Students will first learn about bioenergy topics by being led through a series of curated industry and scientific resources selected by educational professionals. Students then will apply this knowledge in an authentic scenario based on actual bioenergy research conducted by DOE's national laboratories. The tool is used to disperse educator materials to educators- students will not be accessing the BRIDGES tool. Educators will fill out a brief form, then be emailed instructions on how to gain access to the materials using a unique link. Once the user downloads the materials, they will no longer need to access the tool. The tool does not collect any PII from minors (students), only limited information related to the institution/educator.	
Type of Information Collected or Maintained by the System:	☐ SSN Social Security number ☐ Medical & Health Information e.g. blood test results ☐ Financial Information e.g. credit card number ☐ Clearance Information e.g. "Q"	

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☐ Biometric Information e.g. finger print, retinal scan

☐ Mother's Maiden Name

☐ DoB, Place of Birth

☐ Employment Information

☐ Criminal History

☒ Institution Name, Institution Phone, Institution Address

☒ Other – Please Specify

- User's job title
- Institution
- General location (city, state)
- Email address

Has there been any attempt to verify PII does not exist on the system? **DOE Order 206.1,** *Department of Energy Privacy Program,* **defines PII as** *any information collected or maintained by the Department about an individual, including but not limited to, education, financial transactions, medical history and criminal or employment history, and information that can be used to distinguish or trace an individual's identity, such as his/her name, Social Security number, date and place of birth, mother's maiden name, biometric data, and including any other personal information that is linked or linkable to a specific individual.*	No
If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)	

Threshold Questions

1. **Does system contain (collect and/or maintain), or plan to contain any information about individuals?**	YES
2. **Is the information in identifiable form?**	YES
3. **Is the information about individual Members of the Public?**	YES
4. **Is the information about DOE or contractor employees?**	NO ☐ Federal Employees ☐ Contractor Employees

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MODULE I – PRIVACY NEEDS ASSESSMENT

If the answer to **all** four (4) Threshold Questions is "**No**," you may **proceed to the signature page** of the PIA. Submit the completed PNA with signature page to the CPO.

Module II must be completed for all systems if the answer to any of the four (4) threshold questions is "Yes." All questions must be completed. If appropriate, an answer of N/A may be entered.

The goal of the threshold questions is to legitimately and efficiently determine whether additional assessment is necessary. If there is doubt, it is in the System Owner's best interest to complete Module II.

PIAs affecting Members of the Public are posted on the DOE Privacy website. For this reason, PIAs affecting Members of the Public should be written in plain language and at a high level so they are easily understandable and do not disclose sensitive information.

END OF PRIVACY NEEDS ASSESSMENT

MODULE II – PII SYSTEMS & PROJECTS

AUTHORITY, IMPACT & NOTICE

1. AUTHORITY	
What specific authorities authorize this system or project, and the associated collection, use, and/or retention of personal information?	42 U.S.C. 7101 Sec. 102 (5)(D) (Department of Energy Organization Act)

MODULE II – PII SYSTEMS & PROJECTS

2. CONSENT **What opportunities do individuals have to decline to provide information (e.g. where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?**	Users will receive notice to opt-in of sharing their name in a directory, should a directory be requested as a website feature.
3. CONTRACTS **Are contractors involved with the design, development and maintenance of the system? If yes, was the Privacy Order CRD or Privacy Act clauses included in their contracts?**	Yes, contractors are involved with the design, development, and maintenance of the system. Privacy Act clauses are included in their contracts.
4. IMPACT ANALYSIS: **How does this project or information system impact privacy?**	The information collected will not be shared or used for any other purpose other than that which the user has agreed to when submitting their information
5. SORNs **How will the data be retrieved? Can PII be retrieved by an identifier (e.g. name, unique number or symbol)?** **If yes, explain, and list the identifiers that will be used to retrieve information on the individual.**	Information is retrieved by name, title, institution, location and email address and email address. A unique ID is assigned to every entry in the database but is not a searchable field. Members of the public do not have access to search the database using these identifiers.
6. SORNs **Has a Privacy Act System of Records Notice (SORN) been published in the *Federal Register*?** **If "Yes," provide name of SORN and location in the *Federal Register*.**	Yes, the records in the system are covered by existing DOE SORN 82 Grant and Contract Records for Research Projects, Science Education, and Related Activities.

MODULE II – PII SYSTEMS & PROJECTS

7. SORNs **If the information system is being modified, will the SORN(s) require amendment or revision?**	No SORN amendment required.
DATA SOURCES	
8. What are the sources of information about individuals in the information system or project?	The source of information comes directly from the individuals upon registering on the website.
9. Will the information system derive new or meta data about an individual from the information collected?	No
10. Are the data elements described in detail and documented?	No
DATA USE	
11. How will the PII be used?	The information will be used to identify which users are accessing the materials, and to disperse the materials upon the user's request.
12. If the system derives meta data, how will the new or meta data be used? **Will the new or meta data be part of an individual's record?**	N/A - The system does not derive meta data.
13. With what other agencies or entities will an individual's information be shared?	Department of Energy (DOE), National Renewable Energy Laboratory (NREL), Argonne National Laboratory (ANL), Idaho National Laboratory (INL), Accenture Federal Services (AFS).
Reports	

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MODULE II – PII SYSTEMS & PROJECTS

14. What kinds of reports are produced about individuals or contain an individual's data?	A list of names, titles, locations, institution name and email will be shared in an email with project team in item 13.
15. What will be the use of these reports?	Project organizations' team members from item 13 will have access to the reports.
16. Who will have access to these reports?	Project organizations' team members from item 13 will have access to the reports.
Monitoring	
17. Will this information system provide the capability to identify, locate, and monitor individuals?	The system does not identify, locate, and/or monitor individuals.
18. What kinds of information are collected as a function of the monitoring of individuals?	N/A - The system does not collect information as a function of monitoring individuals.
19. Are controls implemented to prevent unauthorized monitoring of individuals?	YES. Controls are in place in accordance with the Federal Information Security Management Act (FISMA), OMB direction, NIST guidance and DOE regulations. For a detailed description of the control in place, please reference the System Security Plan.
DATA MANAGEMENT & MAINTENANCE	
20. How will records about individuals be kept current and verified for accuracy, relevance and completeness? Include PII data collected from sources other than DOE records.	Users may contract the system admins to modify their information.
21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?	N/A - The system is operated at only one site.
Records Management	

MODULE II – PII SYSTEMS & PROJECTS

22. Identify the record(s).	Academic contact information: Name (first, or first and last name) Title (educator's job title) Institution (Name of educational institution) Location (institution location, any location information is accepted) Email
23. Identify the specific disposition authority(ies) that correspond to the record(s) noted in no. 22.	Check appropriately and cite as required. ☐ Unscheduled　　X　Scheduled *(cite NARA authority(ies) below)* Academic/Outreach Program Administrative and Tracking Records • Contact information with academic organizations and community groups. DOE 2.1, item 055 (DAA-0434- 2020-0009-0005) Temporary. Destroy 6 years after superseded/ obsolete or when 6 years old, whichever is longer.
24. Records Contact	Tia Alexander Tia Alexander@ee.doe.gov 202-586-3135

ACCESS, SAFEGUARDS & SECURITY

25. What controls are in place to protect the data from unauthorized access, modification or use?	The application restricts users and only administrators may update or remove data. Individual users may update their information by contracting the system admin.
26. Who will have access to PII data?	A limited number of individuals from DOE, NREL, ANL, INL and Accenture Federal Services who require access will have access to view the PII data.
27. How is access to PII data determined?	Access to contact information is determined by an individual's role in the business process, and permission is granted by the system administrator upon approval.
28. Do other information systems share data or have access to the data in the system? If yes, explain.	The data for this website is stored in a database that is not shared with or accessed by other information systems.

MODULE II – PII SYSTEMS & PROJECTS

29. For connecting information systems, is there an Interconnection Security Agreement (ISA) or other agreement between System Owners to ensure the privacy of individuals is protected?	N/A
30. Who is responsible for ensuring the authorized use of personal information?	The system owner is responsible for authorizing PII use and provides oversight and direction to the database manager.

END OF MODULE II

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SIGNATURE PAGE

	Signature	Date
System Owner	_____ (Print Name) _____ (Signature)	_____
Local Privacy Act Officer	_____ (Print Name) _____ (Signature)	_____
Ken Hunt **Chief Privacy Officer**	_____ (Print Name) _____ (Signature)	_____