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	7/19/2023
Departmental Element & Site	U.S. Dept of Energy Office of Energy Efficiency and Renewable Energy Building Technologies Office
Name of Information System or IT Project	Building Technologies Office Zero Energy Ready Home Partner Portal/Locator https://www5.eere.energy.gov/buildings/residential/locator This custom coded PHP: Hypertext Preprocessor (PHP) application is hosted on EERE's Centralized Web Hosting Environment (ECWHE).
Exhibit Project UID	UID 019-000000141, EE Application & Data Hosting/Housing Internet Websites
New PIA X **Update**	

	Name, Title	Contact Information Phone, Email
System Owner	Eric Werling Building Technologies Office	202-604-8874 eric.werling@ee.doe.gov

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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	Karl Chan, ECWHE Web Lead	301-903-8807 karl.chan@ee.doe.gov
Purpose of Information System or IT Project	DOE's Zero Energy Ready Home is a program to certify high-efficiency homes. The certification assures homebuyers of the quality of the home based on particular efficiency standards, and it publicly recognizes builders who are constructing homes to these standards. A ZERH is a high-performance home that is so energy efficient that a renewable energy system could offset most or all the home's annual energy use. Most types of new homes in the U.S. are eligible to participate in the DOE Zero Energy Ready Home program, and the homes are verified by a qualified third-party as part of the certification process. Organizations and potential partners who want to be part of the ZERH partner locator website will use this application to register and maintain their account. They need to provide minimal information such as their name, email, organization name, organization address/phone/logo in order the for the ZERH administrators to review and approve their request. Additional details and Website URLs are listed below. A builder partner signs up for the ZERH program at the ZERH website: https://www5.eere.energy.gov/buildings/residential/register/ The requirements and other details about the program can be found at: https://www.energy.gov/eere/buildings/partner-central The ZERH partner portal at: https://www5.eere.energy.gov/buildings/residential/locator catalogs all approved ZERH partners and organizations. It allows the general public to view public profiles of these partners and allows partners to update their profiles.	

MODULE I – PRIVACY NEEDS ASSESSMENT

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"
	
	☐ Biometric Information e.g. finger print, retinal scan
	
	☐ Mother's Maiden Name
	
	☐ DoB, Place of Birth
	
	☐ Employment Information
	
	☐ Criminal History
	
	☒ Organization's Name, Organization's Phone, Organization's Address
	
	☒ Other – Please Specify
	
	    • Contact person's name at organization
	    • Organization's contact 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

MODULE I – PRIVACY NEEDS ASSESSMENT

2. Is the information in identifiable form?	NO
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

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

PRIVACY
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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)
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?**	DOE has assessed BTO ZERH as a low-risk system for confidentiality, integrity, and availability according to the criteria set forth in Federal Information Processing Standard (FIPS) 199 established by the National Institute of Standards and Technology (NIST). The risk rating is used to determine the effect to the agency should the system's confidentiality, integrity or availability be compromised. BTO ZERH is designed to protect PII and mitigate privacy risk via the following administrative, technical, and physical controls: • Strict access control enforcement based on need-to-know 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.

MODULE II – PII SYSTEMS & PROJECTS

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 organization name, location, organization contact name, organization address/phone. 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 organization contact name, address, phone. Searchable fields include organization name, organization type, and organization state location.
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.
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

MODULE II – PII SYSTEMS & PROJECTS

11. How will the PII be used?	The information collected (stated above) is only shown on the public website as the organization's profile. The email address is only used as a username for the organization to log in and edit their public profile, and is not displayed publicly.
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?	DOE, Newport Partners LLC, Accenture Federal Services (AFS).
Reports	
14. What kinds of reports are produced about individuals or contain an individual's data?	The submitted partner information is made available in order for the project team (AFS and Newport Partners LLC) to review.
15. What will be the use of these reports?	The project team (AFS and Newport Partners LLC) use this report to approve and list organizations on the public website.
16. Who will have access to these reports?	Only the project team (AFS and Newport Partners LLC) have access to these 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.

MODULE II – PII SYSTEMS & PROJECTS

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.	Organizations will log into the site to update their information, or they 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

22. Identify the record(s).	Public profiles of ZERH Partners and organizations.
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)* Grant and Cooperative Agreement Program Management Records GRS 1.2, item 010 (DAA-GRS-2013-0008-0007) Temporary. Destroy 3 years after final action is taken on the file.
24. Records Contact	Tia Alexander 202-586-3135 Tia.Alexander@ee.doe.gov

ACCESS, SAFEGUARDS & SECURITY

MODULE II – PII SYSTEMS & PROJECTS

25. What controls are in place to protect the data from unauthorized access, modification or use?	The application follows Energy Efficiency and Renewable Energy Centralized Web Hosting Environment (ECWHE) standards for application login. Individual users may update ONLY their information by using the provided interface.
26. Who will have access to PII data?	A limited number of individuals from DOE, Newport Partners LLC and AFS 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.
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

SIGNATURE PAGE

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