



Affects Members Of the Public?	<input checked="" type="checkbox"/>
--------------------------------	-------------------------------------

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	July 26, 2021	
Departmental Element & Site	Office of Energy Efficiency and Renewable Energy (EERE), EE-621	
Name of Information System or IT Project	EERE direct hiring e-mailbox: EEREhiring@ee.doe.gov	
Exhibit Project UID	N/A	
New PIA	<input checked="" type="checkbox"/>	
Update	<input type="checkbox"/>	
	Name, Title	Contact Information Phone, Email
System Owner	Ebony Brooks EERE Staffing and Onboarding Supervisor	(202) 586-9879 ebony.brooks@ee.doe.gov



MODULE I – PRIVACY NEEDS ASSESSMENT

Local Privacy Act Officer	Shaida Beklik 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 Manager	(202) 586-4769 Shaida.Beklik@ee.doe.gov
Person Completing this Document	Quyen Tran, EERE Security Analyst	703-371-9299 Quyen.tran@ee.doe.gov
Purpose of Information System or IT Project	<p>EEREhiring@ee.doe.gov is a resume collection mailbox. Its purpose is to receive resumes from candidates who are interested in applying for EERE’s open announcements/vacancies, mainly for targeted positions (e.g., engineers, scientists, biologists, cybersecurity), for EERE Program Offices that EERE has direct hiring authority. The mailbox is also used as internal communication between EERE and HC. Information about EERE’s Direct Hiring process and the email address are publicly posted at EERE is Hiring! Department of Energy and EERE Job Vacancies site (https://www.energy.gov/eere/eere-job-vacancies).</p> <p>The option for applying via the USAJOBS is provided on the EERE Job Vacancies site along with the recommendation for password protecting their resumes should the candidates choose to submit to the EERE Hiring mailbox.</p> <p>Resumes received are (manually) transitioned (saved) to the restricted DOE network drive and upon request, resumes are forwarded to EERE hiring manager(s) for review via encrypted emails. Emails received do not get deleted and are kept in the mailbox following records management process.</p> <p>Currently, the EERE Staffing, and Onboarding Team manually reviews resumes received for any potential sensitive PII included in the resumes. If a resume includes sensitive PII (such as SSN), this information will be removed prior to transitioned to the designated storage drive and hence resumes provided to the hiring manager do not contain sensitive PII.</p> <p>Resumes received will be transitioned/stored on a DOE network drive and access is limited to the Staffing and Onboarding Team who will only provide (via encrypted email) to a hiring manager upon request. Once the candidates are determined as qualified by the hiring manager, the emails including resumes and hiring information (package) are forwarded to HC to proceed with the hiring process with the official hiring actions/process via HC documents and procedures.</p> <p>EERE does not open hiring file on all candidates. Only on candidates determined as qualified by the hiring manager and the resumes are submitted to HC who will proceed with the official hiring actions/process via HC documents and procedures.</p>	



MODULE I – PRIVACY NEEDS ASSESSMENT

<p>Type of Information Collected or Maintained by the System:</p>	<p><input type="checkbox"/> SSN Social Security number</p> <p><input type="checkbox"/> Medical & Health Information e.g. blood test results</p> <p><input type="checkbox"/> Financial Information e.g. credit card number</p> <p><input type="checkbox"/> Clearance Information e.g. "Q"</p> <p><input type="checkbox"/> Biometric Information e.g. finger print, retinal scan</p> <p><input type="checkbox"/> Mother's Maiden Name</p> <p><input type="checkbox"/> DoB, Place of Birth</p> <p><input checked="" type="checkbox"/> Employment Information</p> <p><input type="checkbox"/> Criminal History</p> <p><input checked="" type="checkbox"/> Name, Phone, Address – personal contact information</p> <p><input checked="" type="checkbox"/> Other – personal Email address, (potential) home address</p> <p><input checked="" type="checkbox"/> Other – Employment history, educational information</p> <p><input checked="" type="checkbox"/> Other – Citizenship status</p>
<p>Has there been any attempt to verify PII does not exist on the system?</p> <p><i>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.</i></p>	<p>No, since the mailbox contains PII. There is no PII scanning tool provided at the EERE mailbox level at this time. However, there is no intent to collect sensitive PII, such as SSN or date of birth. A notice on the website informs candidates not to include sensitive information on submitted resumes.</p>
<p>If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)</p>	<p>A manual review is employed. See response above.</p>
<p>Threshold Questions</p>	
<p>1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?</p>	<p>Yes</p>



MODULE I – PRIVACY NEEDS ASSESSMENT

2. Is the information in identifiable form?	Yes
3. Is the information about individual Members of the Public?	Yes. Resumes emailed to this mailbox can be from members of the public.
4. Is the information about DOE or contractor employees?	<input checked="" type="checkbox"/> Federal Employees <input checked="" type="checkbox"/> Contractor Employees Resumes can come from current Federal/DOE employees or contractors

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



MODULE II – PII SYSTEMS & PROJECTS

<p>1. AUTHORITY</p> <p>What specific authorities authorize this system or project, and the associated collection, use, and/or retention of personal information?</p>	<p>5 CFR 213.3102(c), “Excepted Service” is the federal legislation authorizing agencies to make excepted service appointments on either a permanent or nonpermanent basis. Per 5 CFR 213.3102(c) and the Department’s “Excepted Service Hiring Policy” the Department is authorized to collect, use, and retain personal information in support of the Excepted Hiring process.</p>
<p>2. CONSENT</p> <p>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)?</p>	<p>All information is voluntarily submitted by candidates. Resumes are voluntarily sent to the EERE e-mailbox by candidates interested in applying for EERE’s open announcements/vacancies via DOE Direct Hiring Authority. Candidates are not required to email their resumes to the EERE mailbox, they have the option of submitting their resumes through OPM USAjobs.gov.</p> <p>The websites have the following notice posted:</p> <p><i>PLEASE NOTE: Do not include personal information in your resume. We do NOT want you to include your social security number, photos of you, information about your age or gender, or any government-sensitive information. If EERE is interested after reviewing your resume, the DOE Human Capital office will contact you to request a transcript demonstrating that your educational background meets the basic eligibility requirements of the position in question.</i></p>
<p>3. CONTRACTS</p> <p>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?</p>	<p>No, EEREhiring@ee.doe.gov mailbox is provided as part of DOE OCIO managed Enterprise Office 365 (O365), a Software as a Service (SaaS) offering. Mailbox access permission is handled by the EERE Staffing and Onboarding Supervisor.</p>



MODULE II – PII SYSTEMS & PROJECTS

<p>4. IMPACT ANALYSIS:</p> <p>How does this project or information system impact privacy?</p>	<p>EERE only collects the minimum amount of information about the applicant necessary to administer the resume review process and does not include sensitive PII, like SSN or date of birth, which limits the privacy impact.</p> <p>Resume PII, such as name, address, phone number, email address, academic and employment information, are low risk and non-sensitive PII. Access to the EERE mailbox and resume drive (storage location) is only within the DOE Network and is limited to internal DOE, EERE Staffing and Onboarding team and system support personnel.</p> <p>The Direct Hiring Mailbox is designed to protect PII and mitigate privacy risk via the following administrative, technical, and physical controls:</p> <ul style="list-style-type: none"> • Strict access control enforcement based on need-to-know • Encryption <p>DOE internal email correspondence containing resumes would be encrypted. The potential for privacy concerns if the system is breached is low, as there is a low risk of unauthorized access due to the role-based/limited access.</p>
<p>5. SORNs</p> <p>How will the data be retrieved? Can PII be retrieved by an identifier (e.g. name, unique number or symbol)?</p> <p>If yes, explain, and list the identifiers that will be used to retrieve information on the individual.</p>	<p>There is a search capability within the mailbox, hence resume PII can potentially be retrieved, including first name, last name; however, the search feature would not normally be used since resumes received are transitioned to a DOE restricted network drive and provided to the hiring manager upon request.</p>
<p>6. SORNs</p> <p>Has a Privacy Act System of Records Notice (SORN) been published in the <i>Federal Register</i>?</p> <p>If "Yes," provide name of SORN and location in the <i>Federal Register</i>.</p>	<p>This information collection is covered by OPM GOVT-1, General Personnel Records, November 30, 2015, 80 FR 74815.</p>



MODULE II – PII SYSTEMS & PROJECTS

<p>7. SORNs</p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</p>	<p>No</p>
<p>DATA SOURCES</p>	
<p>8. What are the sources of information about individuals in the information system or project?</p>	<p>Individual-provided. The resumes are voluntarily submitted/sent by candidates interested in applying for EERE positions posted on the EERE Job Vacancies site.</p>
<p>9. Will the information system derive new or meta data about an individual from the information collected?</p>	<p>No. EERE does not derive any meta data about an individual from the resumes received.</p>
<p>10. Are the data elements described in detail and documented?</p>	<p>No. The EERE hiring mailbox, provided as part of DOE OCIO managed O365, is only used to receive resumes and for communication between EERE and HC.</p>
<p>DATA USE</p>	
<p>11. How will the PII be used?</p>	<p>PII, contact information on resumes, will be used to communicate with selected candidates for the recruiting/hiring.</p>
<p>12. If the system derives meta data, how will the new or meta data be used?</p> <p>Will the new or meta data be part of an individual's record?</p>	<p>N/A. EERE does not derive any meta data about an individual from the resumes received.</p>
<p>13. With what other agencies or entities will an individual's information be shared?</p>	<p>None</p>
<p>Reports</p>	



MODULE II – PII SYSTEMS & PROJECTS

<p>14. What kinds of reports are produced about individuals or contain an individual's data?</p>	<p>No reports are generated from this mailbox.</p>
<p>15. What will be the use of these reports?</p>	<p>N/A</p>
<p>16. Who will have access to these reports?</p>	<p>N/A</p>
<p>Monitoring</p>	
<p>17. Will this information system provide the capability to identify, locate, and monitor individuals?</p>	<p>No, the EERE e-mailbox is provided by DOE OCIO as a SaaS and does not have the capability to identify, locate, or monitor individuals.</p>
<p>18. What kinds of information are collected as a function of the monitoring of individuals?</p>	<p>None. The EERE e-mailbox does not collect any information as a function of monitoring individuals.</p>
<p>19. Are controls implemented to prevent unauthorized monitoring of individuals?</p>	<p>N/A. The EERE e-mailbox does not have the capability to identify, locate, or monitor individuals.</p>
<p>DATA MANAGEMENT & MAINTENANCE</p>	
<p>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.</p>	<p>N/A. The resumes are voluntarily submitted/sent to the EERE e-mailbox by individuals interested in applying for EERE positions posted on the EERE Job Vacancies site; therefore, information/resume completeness and accuracy are provided as part of the candidacy submission. Resume PII is not collected from any other sources.</p>
<p>21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?</p>	<p>N/A. The EERE hiring mailbox is provided as part of DOE OCIO managed O365 Suite and operates from a single DOE instance residing in the AWS commercial cloud. EERE is the mailbox owner and primary user(s).</p>
<p>Records Management</p>	



MODULE II – PII SYSTEMS & PROJECTS

<p>22. Identify the record(s).</p>	<p>Resumes from candidates who are interested in applying for EERE's open announcements/vacancies.</p>
<p>23. Identify the specific disposition authority(ies) that correspond to the record(s) noted in no. 22.</p>	<p>Check appropriately and cite as required.</p> <p><input type="checkbox"/> Unscheduled <input checked="" type="checkbox"/> Scheduled (<i>cite NARA authority(ies) below</i>)</p> <p>Email of Non-Capstone Officials</p> <ul style="list-style-type: none"> GRS 6.1, item 011 (DAA-GRS-2014-0001-0002) Temporary. Delete when 7 years old, but longer retention is authorized if required for business use.
<p>24. Records Contact</p>	<p>Tia Alexander 202-586-3135 Tia.Alexander@ee.doe.gov</p>

ACCESS, SAFEGUARDS & SECURITY

<p>25. What controls are in place to protect the data from unauthorized access, modification or use?</p>	<p>The mailbox is provided as part of DOE OCIO managed O365, technical and administrative controls are in place. Refer to the O365 System Security Plan and PIA for more details.</p> <p>Access to the EERE mailbox and resume folder is only within the DOE network, based on role and requires approval from the Staffing and Onboarding Supervisor. Only EERE Staffing and Onboarding team and a limited number of system support personnel have access. Internal email correspondence containing resumes would be encrypted.</p>
<p>26. Who will have access to PII data?</p>	<p>Access to the resumes is limited to the EERE Staffing and Onboarding team.</p>
<p>27. How is access to PII data determined?</p>	<p>Access is only within the DOE network, based on role and requires approval from the Staffing and Onboarding Supervisor. Only EERE Staffing and Onboarding team and a limited number of system support personnel have access. Internal email correspondence containing resumes would be encrypted.</p>



MODULE II – PII SYSTEMS & PROJECTS

28. Do other information systems share data or have access to the data in the system? If yes, explain.	No
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 EERE Staffing and Onboarding Supervisor manages the mailbox access and how information is handled.

END OF MODULE II



SIGNATURE PAGE		
	Signature	Date
System Owner	Ebony Brooks _____ (Print Name) _____ (Signature)	_____ _____
Local Privacy Act Officer	Shaida Beklik _____ (Print Name) _____ (Signature)	_____ _____
Ken Hunt Chief Privacy Officer	_____ (Print Name) _____ (Signature)	_____ _____