



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

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MODULE I – PRIVACY NEEDS ASSESSMENT

Date	8/16/24	
Departmental Element & Site	Office of Energy Efficiency and Renewable Energy (EERE)	
Name of Information System or IT Project	EERE Power Platform Collaboration Environment (EPPCE)	
Exhibit Project UID	019-000000146	
New PIA Update	<input checked="" type="checkbox"/>	This is a new PIA for EPPCE
	<input type="checkbox"/>	
	Name, Title	Contact Information Phone, Email
System Owner	Ann Keating-Aitken	240-278-2574 Ann.Keating-Aitken@ee.doe.gov



MODULE I – PRIVACY NEEDS ASSESSMENT

	<p>System Owner</p> <p>Energy Efficiency and Renewable Energy, EE-621</p>	
<p>Local Privacy Act Officer</p>	<p>Deputy Chief Privacy Officer and Director of Privacy Management and Compliance</p> <p>Office of the Chief Information Officer</p> <p>Department of Energy</p>	<p>privacy@hq.doe.gov</p>
<p>Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)</p>	<p>Omobola Oluwehinmi</p> <p>Information Systems Security Officer (ISSO) Security and Compliance, IM-63</p>	<p>217-766-2087</p> <p>omobola.oluwehinmi@hq.doe.gov</p>
<p>Person Completing this Document</p>	<p>Omobola Oluwehinmi</p> <p>Information Systems Security Officer (ISSO) Security and Compliance, IM-63</p>	<p>217-766-2087</p> <p>omobola.oluwehinmi@hq.doe.gov</p>
<p>Purpose of Information System or IT Project</p>	<p>The U.S. Department of Energy (DOE) Office of Energy Efficiency and Renewable Energy (EERE) Power Platform Collaboration Environment (EPPCE) is a business collaboration platform that is used by EERE federal employees, contractors, and business partners. By leveraging Power Platform’s capabilities, EPPCE provides access to a centralized repository of EERE-organizational information and applications on the DOE network, these include current and future application deployments on the Power Platform. EERE plans to use EPPCE to develop several business applications within these environments some of which are listed below.</p> <p>Power Platform applications currently included within this system are:</p> <ul style="list-style-type: none"> • Lab Planning - The tool is an application used to manage EERE’s portfolio of national laboratory projects. The tool supports EERE’s Annual Operating Plan (AOP) process, allowing offices to align annual lab planning with multi-year program planning, EERE strategic planning, and DOE-wide strategic planning. The tool will be accessible by EERE staff and National Laboratory staff with role-specific permissions required for both user groups. The Lab Planning tool will support the following functionality: <ul style="list-style-type: none"> ○ Planning of National Laboratory Projects to collect project details such as scope, budget, and schedule 	



MODULE I – PRIVACY NEEDS ASSESSMENT

- Development of the Annual Operating Plan (AOP) between a technology office and National Lab
- Approval routing of projects and AOPs for finalization
- Management of Work Breakdown Structures for each Technology Office
- **Staffing Planning and Recruitment Tracking Aid (SPARTA)** - Provides the Workforce Management Office (WMO) the ability to efficiently develop, maintain, manage and execute staffing actions and provide a transparent staff data to enable better reporting. SPARTA will
 - Provide EERE with an accurate and timely authoritative Staffing Plan for workforce tracking and planning
 - Provide WMO with the ability to efficiently develop, maintain, manage, and execute staffing actions from vacancy and/or staffing action and to create transparency in all phases of the process.
 - Enable WMO to manage workload and report on all stages of the staffing process.
 - Provide EERE leadership and staff data transparency to enable better on-demand reporting.
- **SkillsHub** - A platform designed to match employees seeking to expand their skills through short-term projects with managers in need of additional support, fostering career development and enhancing job satisfaction while addressing priority work within the agency. The SkillsHub tool will enable DOE EERE managers to post projects and recruit volunteer participants to foster collaboration across the agency. The User community will be able to search, explore and apply for the projects using SkillsHub. It will encourage interaction and team creation focused on outcomes rather than affiliation. The SkillsHub allows employees to gain skills and broaden the depth of their knowledge and experience. It will also enable DOE EERE to identify skills and expertise among the existing workforce and align employees with specific skill requirements to meet temporary, emerging, and permanent needs.

EPPCE has been configured to provide support for information sharing, collaboration, automation of business processes and access to features such as contact management, project management, project financials & budget tracking, human resource & hiring reporting, task management, reporting & analytics, external database connections (see below for integrations), custom workflows for EERE business processes, and automated approval processes leveraging Dataverse, Power Apps, Power Automate, Power Pages, and Power BI capabilities.



MODULE I – PRIVACY NEEDS ASSESSMENT

The system includes bi-directional integrations to EERE-owned and managed systems that will transfer EERE data relating to the above business processes including:

1. EERE Data Center (EDC) (Port 1433/1434),
2. Annual Operating Plan (AOP) SQL Server (Port 1433/1434)
3. PM Bridge HTTPS (Port 443/1433/1434)

SPARTA Employee Data Collected:

Position	Person	SES Position	Backfill Plan	Related
Incumbent				
Incumbent First Name	---			
Incumbent Middle Initial	---			
Incumbent Last Name	---			
Incumbent Email	---			
Incumbent Employee ID	---			
Incumbent Duty Station	GFO			
Incumbent EOD	---			
Person Designation	YES			
Current Grade	14			
Vice Incumbent				
Vice Incumbent First Name *	Scarlet			
Vice Incumbent Middle Initial *	I			
Vice Incumbent Last Name *	Johansson			
Date Previous Incumbent Vacated the Position	---			
Acting Incumbent				
Acting Incumbent First Name	---			
Acting Incumbent Middle Initial	---			
Acting Incumbent Last Name	---			



MODULE I – PRIVACY NEEDS ASSESSMENT

Recruitment - New Hire

Selectee First Name	---	Start Date (EOD)	---
Selectee Middle Initial	---	EERE Status Notes	---
Selectee Last Name	---	WMO Completion Date	---
Non-competitive selection	---	USA Jobs Announcement Number	---
HC 52 Number	---	PD Classification	---
HC Status Notes	---		
Date Sent to HC	---		

SkillsHub Employee Data Collected:

U.S. DEPARTMENT OF ENERGY Office of ENERGY EFFICIENCY & RENEWABLE ENERGY

Profile Skills & Proficiencies Application Overview

Cancel

Personal Details	
Employee ID	64345345
Employee Name	Shelby Therieault
Email	shelby.therieault@ee.doe.gov
Position Title	Tester
Location	EE-1
Payplan	NN
Grade	10
Office Supervisor	Super Supervisor
Office Supervisor Email	kimberly.janzen@em.doe.gov

This is a federal computer system and is the property of Users (authorized or unauthorized) have



MODULE I – PRIVACY NEEDS ASSESSMENT

Lab Planning Contact Records Showing Individual PII Collected as at 8/13/24. Still in Progress

RK Rany Kurtz - Saved
Contact · Contact

Summary Details Related

CONTACT INFORMATION

First Name: Rany
Last Name: Kurtz
Job Title: ---
Account Name: ---
Email: rany.kurtz@ee.doe.gov
Business Phone: ---
Mobile Phone: ---
Fax: ---
Preferred Method of Contact: Any
Address 1: Street 1: ---
Address 1: Street 2: ---
Address 1: Street 3: ---
Address 1: City: ---
Address 1: State/Province: ---
Address 1: ZIP/Postal Code: ---
Address 1: Country/Region: ---

Timeline

Search timeline
Enter a note...

Get started
Capture and manage all records in your timeline.

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. fingerprint, retinal scan
- Mother's Maiden Name



MODULE I – PRIVACY NEEDS ASSESSMENT

DoB, Place of Birth

Employment Information: (e.g. telework agreements containing employee phone number and home address; performance plans/evaluations that contain bonus/awards information; and staffing plan containing employee ID, pay scale and steps, and job title)

Criminal History

Name, Phone, Address

Specifically, first name, last name, office location/room number, business phone, business cell phone, and business email address.

Other – Please Specify

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 (PII is knowingly stored on the system)

If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)

N/A

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?

YES

Federal Employees



MODULE I – PRIVACY NEEDS ASSESSMENT

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

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 et seq.; 50 U.S.C. 2401 et seq; Public Law 95–91; and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons.

As provided in DOE O 206.1, “The Privacy Act allows an agency to maintain information about an individual that is relevant and necessary to the purpose of the agency as required by statute or by Executive Order of the President.”



MODULE II – PII SYSTEMS & PROJECTS

<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>Contacts whose PII data is processed by the system do not have direct access to input PII data into the system where opportunity to consent or decline may be given. They also do not have the ability to view data within the system.</p> <p>PII data is manually entered by system users based on contact made with User PII data source or from online search where PII data is made public.</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>Contractors are involved with the design, development, and maintenance of the system.</p> <p>The individuals providing this type of information are subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.</p> <p>Yes. Contract clauses require the contractors to safeguard all information that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the DOE.</p> <p>All contractors are required to sign the DOE Rules of Behavior. Privacy Act clauses are included in their contract.</p>
<p>4. IMPACT ANALYSIS:</p> <p>How does this project or information system impact privacy?</p>	<p>The system contains DOE employment information, PII business contact information (names, business phone numbers, and business e-mail addresses) and EIN and Unique Entity ID (UEI) numbers for businesses (tax credit document no longer collected but retained by SharePoint). This information is low risk PII and the potential for privacy concerns is moderate if the system happened to be compromised.</p> <p>EPPCE 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 • System reviews <p>Also, PII data are reviewed annually as part of the system assessment/continuous monitoring process to determine if any PII/privacy related changes have occurred.</p>



MODULE II – PII SYSTEMS & PROJECTS

<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>Yes, individual First name/Last name.</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>OPM/GOVT-1 – General Personnel Records</p> <p>OPM/GOVT-2 – Employee Performance File System Records</p> <p>OPM/GOVT-5 – Recruiting, Examining, and Placement Records</p> <p>DOE-2 – Personnel Supervisor Maintained Personnel Records</p> <p>DOE-18 – Financial Accounting System</p> <p>DOE-26 – Official Travel Records</p> <p>DOE-28 – General Training Records</p> <p>DOE-33 – Personnel Medical Records</p> <p>DOE-56 – Congressional Constituent Inquires</p> <p>DOE-57 – Congressional Profiles</p> <p>DOE-62 – Historical Files – Published Information Concerning Selected Persons in the Energy Field</p> <p>DOE 82 – Grant and Contract Records for Research Projects, Science Education and Related Activities</p>
<p>7. SORNs</p> <p>If the information system is being modified, will the SORN(s) require amendment or revision?</p>	<p>N/A</p>



MODULE II – PII SYSTEMS & PROJECTS

DATA SOURCES

<p>8. What are the sources of information about individuals in the information system or project?</p>	<p>All contact information about DOE employees and contractors is sourced from Active Directory and the EERE Data Center (EERE Exchange) and PM Bridge.</p>
<p>9. Will the information system derive new or meta data about an individual from the information collected?</p>	<p>No, the system does not and will not derive new meta data considered to be PII about an individual from the information collected.</p>
<p>10. Are the data elements described in detail and documented?</p>	<p>Yes, Data schemas provided.</p>

DATA USE

<p>11. How will the PII be used?</p>	<p>Users' information will be used to map the project to the Lead personnel. PII is used to communicate with individuals to provide them with project updates, contract information, press releases, or user requested information. E-mail addresses are also used as usernames for external users. Employment information is used by the Workforce Management Office (WMO) to manage performance-based awards and telework agreements.</p>
<p>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?</p>	<p>N/A. EPPCE does not derive meta data from the information collected.</p>
<p>13. With what other agencies or entities will an individual's information be shared?</p>	<p>EPPCE does not share data and has no interconnections with other non-DOE agencies or entities.</p>

Reports



MODULE II – PII SYSTEMS & PROJECTS

<p>14. What kinds of reports are produced about individuals or contain an individual's data?</p>	<p>SkillsHub will have reports that show which employee has volunteered for special projects. SPARTA is a staffing tracker application that tracks a position within EERE. Reports related to staffing will be generated. For Lab Planning a report is created of the personnel tied to a project.</p>
<p>15. What will be the use of these reports?</p>	<p>For program analytics and other EERE business needs.</p> <p>The report that is generated by Lab Planning is called the Annual Operating Plan. It shows all the project information for an Office/lab. It displays the name of the Lab Lead POC and the name of the DOE HQ lead POC</p>
<p>16. Who will have access to these reports?</p>	<p>All users who have approved access.</p>
<p>Monitoring</p>	
<p>17. Will this information system provide the capability to identify, locate, and monitor individuals?</p>	<p>No</p>
<p>18. What kinds of information are collected as a function of the monitoring of individuals?</p>	<p>EPPCE does not have the capability to monitor individuals.</p>
<p>19. Are controls implemented to prevent unauthorized monitoring of individuals?</p>	<p>N/A</p>

DATA MANAGEMENT & MAINTENANCE



MODULE II – PII SYSTEMS & PROJECTS

<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>Records within EERE Applications are to be maintained by application users as there is no automated synchronization for this application. The application uses a proprietary SaaS database used by the Power Platform and Dynamics 365 known as Microsoft Dataverse. Dataverse is a database offering that utilizes Microsoft Azure SQL Server for data storage and hosting. The infrastructure is managed by the cloud service provider as a part of the EITS Azure Government and Office 365 MT subscriptions</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>EPPCE is hosted within the EITS Azure Government Cloud tenant using the FedRAMP approved Software-as-a-Service (SaaS) cloud offering, Power Platform combined with Microsoft 365 Tenant & Supporting Services and Dynamics 365 Cloud environment.</p>

Records Management



MODULE II – PII SYSTEMS & PROJECTS

22. Identify the record(s).

Customer Services Information
Public Relations Information
Congressional Liaison Operations Information
Personal Identity and Authentication Information
Travel Information
Payments Information
Staff Acquisition Information
Benefits Management Information
Employee Performance Management Information
Training and Employment Information
Medical Records – Telework/Leave Request



<p>23. Identify the specific disposition authority(ies) that correspond to the record(s) noted in no. 22.</p>	<p><input type="checkbox"/> Unscheduled <input checked="" type="checkbox"/> Scheduled (<i>cite NARA authority(ies) below</i>)</p> <p>Lab Planning Baseline Management. DOE 1.3, Item 030 (DAA-0434-2021-0003-0005) Temporary. Destroy 10 years after project completion.</p> <p>Project control/project management records. DOE 1.3, Item 040 (DAA-0434-2021-0003-0006) Temporary. Destroy 10 years after project completion, closure or key performance parameters have been met.</p> <p>Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. GRS 1.1, item 010 (DAA-GRS-2013-0003-0001) Temporary. Destroy 6 years after final payment or cancellation.</p> <p>Staff Planning/Recruiting Workforce and succession planning records. (FEDERAL ONLY) GRS 2.2, Item 020 (DAA-GRS-2017-0007- 0002) Temporary. Destroy 3 years after issuing each new plan.</p> <p>Recruitment records. GRS 2.1, item 180 (DAA-GRS-2018-0008-0003) Temporary. Destroy when 1 year old</p> <p>Job vacancy case files. Records of standing register competitive files for multiple positions filled over a period of time. GRS 2.1, item 051 (DAA-GRS-2017-0011-0002) Temporary. Under EPI hold. Destroy 2 years after termination of register</p> <p>SkillsHub Skill Set Records. GRS 2.2, item 120 (DAA-GRS-2017-0007-0018) Temporary. DOE Business Use: Destroy when 2 years old.</p> <p>Employment Information Telework/alternate worksite agreements. GRS 2.3, item 040 (DAA-GRS-2023-0003-0001) Temporary. Destroy when superseded or obsolete.</p> <p>Employee performance file system records. Acceptable performance appraisals of non-senior executive service employees. (Federal Only) GRS 2.2, item 070 (DAA-GRS-2017-0007-0008) Temporary. Destroy no sooner than 4 years after date of appraisal.</p> <p>Employee incentive award records.</p>
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MODULE II – PII SYSTEMS & PROJECTS

GRS 2.2, item 030 (DAA-GRS-2023-0002-0001)

Temporary. Destroy 2 years after final action.

Disposition schedules for future applications to be deployed in the environment:

Customer Services Information

Technical and administrative help desk operational records.

GRS 5.8, item 010 (DAA-GRS-2017-0001-0001)

Temporary. Destroy 1 year after resolved

Utilize this item for Tier 1 tickets and GRS 3.1, item 020 for all other tickets.

Public Relations Information

Public affairs-related routine operational records.

GRS 6.4, item 010 (DAA-GRS-2016-0005-0001)

Temporary. Destroy when 3 years old.

Congressional Liaison Operations Information

Congressional Hearing Coordination Case files.

DOE ADM 14:55 (NCI-434-83-2(1))

Temporary. Destroy 5 years after close of calendar year in which testimony was given.

Personal Identity and Authentication

Personnel security and access clearance records--Records of people issued clearances.

GRS 5.6, item 181 (DAA-GRS-2017-0006-0025)

Temporary. Destroy 5 years after employee or contractor relationship ends.

Travel Information

Financial management and reporting administrative records.

GRS 1.1, item 001 (DAA-GRS-2016-0013-0001)

Temporary. Destroy when 3 years old.

Foreign Travel Authorizations--Records related to travel to foreign countries for programmatic reasons.

DOE ADM 9:1.1a (N1-434-98-12, item 1.1a)

Cut off at end of fiscal year. Destroy 7 years after cutoff.



MODULE II – PII SYSTEMS & PROJECTS

24. Records Contact

Verna Johnson
202) 586-7012
Verna.Johnson@ee.doe.gov

ACCESS, SAFEGUARDS & SECURITY

25. What controls are in place to protect the data from unauthorized access, modification or use?

All accounts are “Individual” accounts, and the system contains no other account types (including, shared, group, system, guest, emergency, temporary, and service) nor will requests for those account types be approved. In adherence to a “least-privileged access strategy,” security roles are granted the minimum authorization required to perform their roles and removed from accounts once deemed no longer necessary.

Data in transit and at rest are encrypted to protect against unauthorized access and modification.

In order to be granted any of the System Roles for the EPPCE application, a system user must first meet the following access requirements to be added to any environment:

- Enabled in EntraID
- Has an active license
- Member of the environment’s security group

Application system roles, except for the System Administrator, cannot change any security, access, or other configuration settings.

All federal and contractor employees are required to annually complete the DOE Annual Cyber Security Awareness Training.

26. Who will have access to PII data?

EPPCE System Administrator and system users will have access to the data within the application.



MODULE II – PII SYSTEMS & PROJECTS

<p>27. How is access to PII data determined?</p>	<p>The application System Owner and/or Client Stakeholder determine a Federal or Contractor employee access to the data within the application. Once access is approved, the following criteria must be met:</p> <ul style="list-style-type: none"> • Enabled in EntraID • Has an active license • Member of the environment’s security group
<p>28. Do other information systems share data or have access to the data in the system? If yes, explain.</p>	<p>Yes. The system includes bi-directional integrations to EERE Data Center (EDC) (Port 1433/1434), Annual Operating Plan (AOP) SQL Server (Port 1433/1434) & PM Bridge HTTPS (Port 443/1433/1434)</p>
<p>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?</p>	<p>A Data Interface Agreement between EPPCE, EDC, AOP SQL Server and PM Bridge is in progress.</p>
<p>30. Who is responsible for ensuring the authorized use of personal information?</p>	<p>EPPCE System Owner/System Admin in conjunction with the System Owner/System Admin for Integrated systems.</p>

END OF MODULE II



SIGNATURE PAGE		
	Signature	Date
System Owner	<hr/> (Ann Keating-Aitken)	
	<hr/> (Signature)	<hr/>
Local Privacy Act Officer	<hr/> (Print Name)	
	<hr/> (Signature)	<hr/>
Chief Privacy Officer	<hr/> (Print Name)	
	<hr/> (Signature)	<hr/>