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	11/30/2022
Departmental Element & Site	US Dept of Energy Office of Energy Efficiency and Renewable Energy Vehicle Technologies Office The Electric Vehicle (EV) States Clearinghouse site (https://evstates.org) website will be hosted on Atlas Public Policy's Virtual Private Server (VPS) provided by BlueHost. Bluehost servers are located in Provo, Utah.
Name of Information System or IT Project	EV States Clearinghouse (evstates.org) Hosted through Bluehost and managed by Atlas Public Policy, LLC. Bluehost servers are located in Provo, Utah.
Exhibit Project UID	SUB-2021-10761 of DE-AC36-08GO28308
New PIA X **Update**	

	Name, Title	**Contact Information**

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MODULE I – PRIVACY NEEDS ASSESSMENT

	Phone, Email
System Owner	Mark Smith EERE Vehicle Technologies Office, Technology Integration Program Manager	Phone: (202) 287-5151 mark.smith@ee.doe.gov
Local Privacy Act Officer	Shaida Beklik EERE HQ 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 Cyber Security Program Manager	202-586-4769 shaida.beklik@ee.doe.gov
Person Completing this Document	Kim Latham, Project Manager	202.794.7482 kim.latham@atlaspolicy.com
Purpose of Information System or IT Project	The EV States Clearinghouse site (https://evstates.org) is a website for state agencies to access charging installation resources and for states to collaborate on their transportation electrification and charging station planning. This website will support the newly created Joint Office of Energy and Transportation, which has been charged with providing technical assistance and resources on matters relating to electric vehicle supply equipment (EVSE), hydrogen fueling infrastructure, vehicle-to-grid integration, and related programs and policies. The goal is to build capacity for efficient and equitable EV charger installations in support of the objectives of the Infrastructure Investment and Jobs Act by providing a forum for states to access state-level resources currently unavailable elsewhere. This website will allow leaders at state energy offices and Department of Transportation (DOT) to access resources un-available elsewhere, navigate easily to existing tools, and share and exchange their progress and lessons learned on installing charging station infrastructure in support of zero- or all-electric vehicle goals being set regionally and nationally.	
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	

MODULE I – PRIVACY NEEDS ASSESSMENT

	☐ 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
	☐ Name, Phone, Address
	☒ Other – Please Specify: Name, Work Email, Work affiliation, State affiliation

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?	Yes ☒ 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 to share their first name, last name, email address, State affiliation and organization for a directory, should a directory be requested as a website feature. The PII fields captured (e.g. name, State affiliation and organizations) are fields used as part of the user registration. Users may choose to remain unlisted, which does not impact their access to EV states.
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 EV States Clearinghouse site as a low risk system for confidentiality, integrity, and availability. An individual's privacy will not be impacted by this website because their username will not appear on the site. EV States Clearinghouse site 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 In the event EV States' system were to be compromised, there are low privacy concerns because the PII collected is business location (state-level, not address), business email, and organization name, along with the first and last name of the user.
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 first name, last name, and email address. A unique ID is assigned to every contact in the database but is not a searchable field. Members of the public do not have access to search the database using these identifiers. Website feature will allow registered users to retrieve first name, last name, and email address by State affiliation.

MODULE II – PII SYSTEMS & PROJECTS

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?	The system will not require an amendment or revision to the existing SORN.

DATA SOURCES

8. What are the sources of information about individuals in the information system or project?	Information is provided by the individual when they register for the website, and when they submit resources or events to be added to the site.
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?	Yes

DATA USE

11. How will the PII be used?	Currently PII (Name, Organization, State, and Business Email) are shared with National Association of State Energy Officials (NASEO) and used to verify registration eligibility. Business email addresses may be used in the future to communicate website or content updates to EV states users, but as of July 2022 this has not started. The number of users and types of organizations (state agency or department) will be reported to the project team (Joint-Office DOT and DOE, Atlas Public Policy, NASEO, ICF, and NREL). Individual names, work emails, and organizational affiliation will not be shared.

MODULE II – PII SYSTEMS & PROJECTS

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?	Atlas currently shares PII (Name, Organization, State, and Business Email) with NASEO and used to verify registration eligibility. At this time, the Joint-Office DOT and DOE, Atlas Public Policy, NASEO, ICF, and NREL receive aggregate data on the total number of registered users and no PII is used. In the future, a combination of aggregate data on the number of organizations, state's, or state agencies from EV States users may be used.

Reports	
14. What kinds of reports are produced about individuals or contain an individual's data?	A list of first name, last name, and email address will be shared in an email with project team in item 13. At this time, the Joint-Office DOT and DOE, Atlas Public Policy, NASEO, ICF, and NREL use aggregate data on the total number of registered users and no PII is shared. In the future, a combination of aggregate data on the number of organizations, state's, or state agencies from EV States users may be used. For example, and an unencrypted email may be sent saying, "24 users from State DOT's are registered." If more detailed PII details were to be requested, Atlas can send a password protected workbook to the project team.
15. What will be the use of these reports?	Verify eligibility for user registration.
16. Who will have access to these reports?	Project organizations' team members from item #13 above 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.

MODULE II – PII SYSTEMS & PROJECTS

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 controls 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.	Individuals who are registered users may manage their own account, where they may update their first name, last name, and contact email. Atlas Public Policy is responsible for confirming the accuracy of names and email addresses.
21. If the information system is operated in more than one site, how will consistent use of the information be ensured at all sites?	This website will be hosted on Atlas Public Policy's VPS provided by BlueHost. Bluehost servers are located in Provo, Utah.

Records Management

22. Identify the record(s).	Contract proposals, EV reports, EV presentations, EV Webinars or in-person event information, meeting minutes, notes, and contact information
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)* Cooperative Research and Development Agreements (CRADAs)/Cost-Sharing Project Case Files DOE 1.2, Item 050 (DAA-0434-2020-0007-0005) Temporary. Cut off at project completion or termination. Destroy 10 years after cutoff.
24. Records Contact	Tia Alexander tia.alexander@ee.doe.gov 202-586-3135

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MODULE II – PII SYSTEMS & PROJECTS

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 name and email addresses.
26. Who will have access to PII data?	A limited number of individuals from Joint-Office DOT and DOE, Atlas Public Policy, NASEO, ICF, and NREL 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, Atlas's Project Manager, 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?	No
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)	_____