



PRIVACY IMPACT ASSESSMENT
Office of Chief Financial Officer
Departmental Audit Report Tracking System (DARTS)

Affects
Members
Of the Public?

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: <http://www.directives.doe.gov/pdfs/doe/doetext/neword/206/o2061.pdf>

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	March 15, 2023
Departmental Element & Site	Office of the Chief Financial Officer, Headquarters - Office of the Chief Information Officer (OCIO) EITS Data Center and Cloud Services (DCCS) environment
Name of Information System or IT Project	Departmental Audit Report Tracking System (DARTS) CF-40 Small Web-Based Applications Enclave
Exhibit Project UID	019-000000115
New PIA Update	No substantive changes from previously approved PIA. Minor editorial changes have been made and several pages have been updated with the names of new officials.
	<input type="checkbox"/> <input checked="" type="checkbox"/>

	Name, Title	Contact Information Phone, Email
System Owner	Phil Knopp Office of Corporate Business Systems (CF-40) Office of the Chief Financial Officer (CF) U.S. Department of Energy	301-903-0364 Phil.Knopp@hq.doe.gov
Local Privacy Act Officer	Ana Manchester Office of Corporate Business Systems (CF-40) Office of the Chief Financial Officer (CF) U.S. Department of Energy	301-903-9360 Ana.Manchester@hq.doe.gov



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MODULE I – PRIVACY NEEDS ASSESSMENT

Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Ana Manchester, ISSM Office of Corporate Business Systems (CF-40) Office of the Chief Financial Officer (CF) U.S. Department of Energy	301-903-9360 Ana.Manchester@hq.doe.gov
Person Completing this Document	Phil Knopp Office of Corporate Business Systems (CF-40) Office of the Chief Financial Officer (CF) U.S. Department of Energy	301-903-0364 Phil.Knopp@hq.doe.gov
Purpose of Information System or IT Project	The Departmental Audit Report Tracking System assists the Audit Liaison Team in coordinating Departmental responses to General Accounting Office (GAO) and Inspector General (IG) audits and in tracking corrective actions agreed to in those responses.	
Type of Information Collected or Maintained by the System:	<input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Medical & Health Information <input type="checkbox"/> Financial Information <input type="checkbox"/> Clearance Information <input type="checkbox"/> Biometric Information <input type="checkbox"/> Mother’s Maiden Name <input type="checkbox"/> Date of Birth and Place of Birth <input type="checkbox"/> Employment Information <input type="checkbox"/> Criminal History <input type="checkbox"/> Name, Phone, Address <input type="checkbox"/> Other	
Has there been any attempt to verify PII does not exist on the system? DOE Order 206.1, <i>Department of Energy Privacy Program</i> , 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.	Yes	



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MODULE I – PRIVACY NEEDS ASSESSMENT

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

Information is reviewed by data owners to verify PII is not contained in the system.

Threshold Questions

1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?

No

2. Is the information in identifiable form?

No

3. Is the information about individual Members of the Public?

No

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



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SIGNATURE PAGE		
	Signature	Date
System Owner	<p>Phil Knoop</p> <hr/> <p>(Print Name)</p> <hr/> <p>(Signature)</p>	<hr/>
Local Privacy Act Officer	<p>Ana Manchester</p> <hr/> <p>(Print Name)</p> <hr/> <p>(Signature)</p>	<hr/>
Chief Privacy Officer	<p>William K. Hunt</p> <hr/> <p>(Print Name)</p> <hr/> <p>(Signature)</p>	<hr/>