



PRIVACY IMPACT ASSESSMENT

(Rev. 2/2020)

(All Previous Editions Obsolete)

Please submit your responses to your Liaison Privacy Official.

All entries must be Times New Roman, 12pt, and start on the next line.

If you need further assistance, contact your LPO. A listing of the LPOs can be found here:

https://usepa.sharepoint.com/:w:/r/sites/oei_Community/OISP/Privacy/LPODoc/LPO%20Roster.docx

System Name: Intranet Fusion Web Search Engine (Fusion)	
Preparer: Michael Hessling	Office: OEI/OIM/WCSD
Date: May 24, 2021	Phone: 202-420-0178
Reason for Submittal: New PIA____ Revised PIA____ Annual Review__X__ Rescindment ____	
This system is in the following life cycle stage(s):	
Definition <input type="checkbox"/> Development/Acquisition <input type="checkbox"/> Implementation <input type="checkbox"/>	
Operation & Maintenance <input checked="" type="checkbox"/> Rescindment/Decommissioned <input type="checkbox"/>	
Note: New and Existing Systems require a PIA annually, when there is a significant modification to the system or where privacy risk has increased to the system. For examples of significant modifications, see <u>OMB Circular A-130, Appendix 1, Section (c) (1) (a-f).</u>	
The PIA must describe the risk associated with that action. For assistance in applying privacy risk see <u>OMB Circular No. A-123, Section VII (A) (pgs. 44-45).</u>	

Provide a general description/overview and purpose of the system:

This is to provide an internal search engine for the Intranet Web site so that all members of EPA can find needed information.

Section 1.0 Authorities and Other Requirements

1.1 What specific legal authorities and/or Executive Order(s) permit and define the collection of information by the system in question?

Fusion is a search engine that contains no primary information. It contains an index of the publicly accessible content available via the agency's intranet websites. (Here "publicly" is defined to mean anonymously accessible to all EPA employees and support contractors with access to the EPA Intranet.) There is no application or database that collects PII data or any other unique data

1.2 Has a system security plan been completed for the information system(s) supporting the system? Does the system have or will the system be issued an Authorization-to-Operate? When does the ATO expire?

Yes, the Intranet Fusion system has been merged with the National Hosting System and shares the same ATO expiration date as NHS.

1.3 If the information is covered by the Paperwork Reduction Act (PRA), provide the OMB Control number and the agency number for the collection. If there are multiple forms, include a list in an appendix.

No ICR is required.

1.4 Will the data be maintained or stored in a Cloud? If so, is the Cloud Service Provider (CSP) FedRamp approved? What type of service (PaaS, IaaS, SaaS, etc.) will the CSP provide?

No.

Section 2.0 Characterization of the Information

The following questions are intended to define the scope of the information requested and/or collected, as well as reasons for its collection.

2.1 Identify the information the system collects, uses, disseminates, or maintains (e.g., data elements, including name, address, DOB, SSN).

Indexed content collected from HTML files, PDF documents, images, MS Word documents, MS Excel spreadsheets, MS PowerPoint presentations, etc. provided to the agency via its internal intranet websites. The only personally identifiable information (PII) that may be found in these indexes would be names of EPA staff and their email addresses and / or phone numbers – as published for general availability on the various EPA Intranet websites. The system neither collects nor stores any unique data.

2.2 What are the sources of the information and how is the information collected for the system?

Indexed content collected from HTML files, PDF documents, images, MS Word documents, MS Excel spreadsheets, MS PowerPoint presentations, etc. provided to the agency via its internal intranet websites.

2.3 Does the system use information from commercial sources or publicly available data? If so, explain why and how this information is used.

No.

2.4 Discuss how accuracy of the data is ensured.

N/A

2.5 Privacy Impact Analysis: Related to Characterization of the Information

Discuss the privacy risks identified for the specific data elements and for each risk explain how it was mitigated. Specific risks may be inherent in the sources or methods of collection, or the quality or quantity of information included.

Privacy Risk:

None. All EPA staff – federal employees and contractors with access to the intranet – have access to the index via the search interface. While there is PII – personally identifiable information, none of it is privileged, consisting solely of names and email addresses and / or phone numbers of staff members who have chosen or been required to provide their contact information to the agency in order to conduct the agency’s business.

Mitigation:

N/A

Section 3.0 Access and Data Retention by the System

The following questions are intended to outline the access controls for the system and how long the system

retains the information after the initial collection.

3.1 Do the systems have access control levels within the system to prevent authorized users from accessing information they don't have a need to know? If so, what control levels have been put in place? If no controls are in place why have they been omitted?

There are no controls because the information collected is already published content on the EPA intranet websites.

3.2 In what policy/procedure are the access controls identified in 3.1, documented?

N/A

3.3 Are there other components with assigned roles and responsibilities within the system?

Yes. Our search administrators have system administration login privileges which will use their LAN ID and password.

3.4 Who (internal and external parties) will have access to the data/information in the system? If contractors, are the appropriate Federal Acquisition Regulation (FAR) clauses included in the contract?

The Fusion website content indexes are accessible by all EPA staff and support contractors with access to the EPA network via the search form on EPA's intranet websites. Yes, the FAR is complied with, recognizing that there is no PII contained in the system.

3.5 Explain how long and for what reasons the information is retained. Does the system have an EPA Records Control Schedule? If so, provide the schedule number.

There is no primary information in Fusion. There is no records control schedule for the indexes. The search index is continually updated to reflect the current state of the published intranet website content.

3.6 Privacy Impact Analysis: Related to Retention

Discuss the risks associated with the length of time data is retained. How were those risks mitigated? The schedule should align the stated purpose and mission of the system.

Privacy Risk: None

Mitigation: N/A

Section 4.0 Information Sharing

The following questions are intended to describe the scope of the system information sharing external to the Agency. External sharing encompasses sharing with other federal, state and local government, and third-party private sector entities.

4.1 Is information shared outside of EPA as part of the normal agency operations? If so, identify the organization(s), how the information is accessed and how it is to be used, and any agreements that apply.

No

4.2 Describe how the external sharing is compatible with the original purposes of the collection.

N/A

4.3 How does the system review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within EPA and outside?

N/A

4.4 Does the agreement place limitations on re-dissemination?

N/A

4.5 Privacy Impact Analysis: Related to Information Sharing

*Discuss the privacy risks associated with the sharing of information outside of the agency.
How were those risks mitigated?*

Privacy Risk:

None

Mitigation:

N/A

Section 5.0 Auditing and Accountability

The following questions are intended to describe technical and policy-based safeguards and security

measures.

5.1 How does the system ensure that the information is used as stated in Section 6.1?

OEI/OIM/WCSD maintains Fusion for the agency’s intranet website search. The indexed content is updated regularly to ensure access to the most current information on the agency’s intranet websites. No sensitive PII is collected or stored. All indexes contain secondary information, derived from the published contents of the agency’s intranet websites. As such, there are no unique privacy safeguards, as there is no private information contained in the system. PII – personally identifiable information, may be legitimately accessible publicly, as is the case with the agency’s intranet websites and this search index; there is no private information here, by definition

5.2 Describe what privacy training is provided to users either generally or specifically relevant to the system/collection.

The systems are covered by the agency’s annual mandatory training requirements, e.g., security awareness, ethic, and FOIA.

5.3 Privacy Impact Analysis: Related to Auditing and Accountability

Privacy Risk:

None

Mitigation:

N/A

Section 6.0 Uses of the Information

The following questions require a clear description of the system’s use of information.

6.1 Describe how and why the system uses the information.

When people need to find content on the intranet websites, they will conduct an anonymous search via Fusion. The system will evaluate the indexed content and offer best suggestions as results.

6.2 How is the system designed to retrieve information by the user? Will it be retrieved by personal identifier? No_X_. If yes, what identifier(s) will be used. (A personal identifier is a name, social security number or other identifying symbol assigned to an individual, i.e. any identifier unique to an individual. Or any identifier that can be linked or is linkable to an individual.)

When people need to find content on the intranet websites, they will provide an anonymous search request. The system will evaluate the content and offer best suggestions as results.

6.3 What type of evaluation has been conducted on the probable or potential effect of the privacy of individuals whose information is maintained in the system of records?

No data is collected. N/A

6.4 Privacy Impact Analysis: Related to the Uses of Information

Describe any types of controls that may be in place to ensure that information is handled in accordance with the uses described above.

Privacy Risk:

None

Mitigation:

N/A

***If no SORN is required, STOP HERE.**

The NPP will determine if a SORN is required. If so, additional sections will be required.

Section 7.0 Notice

The following questions seek information about the system's notice to the individual about the information collected, the right to consent to uses of information, and the right to decline to provide information.

7.1 How does the system provide individuals notice prior to the collection of information? If notice is not provided, explain why not.

Any individual who wants to know whether this system of records contains a record about him or her, should make a written request to the Attn: Agency Privacy Officer, MC 2831T, 1200 Pennsylvania Ave., NW., Washington, D.C. 20460, privacy@epa.gov.

7.2 What opportunities are available for individuals to consent to uses, decline to provide information, or opt out of the collection or sharing of

their information?

7.3 Privacy Impact Analysis: Related to Notice

Discuss how the notice provided corresponds to the purpose of the project and the stated uses. Discuss how the notice given for the initial collection is consistent with the stated use(s) of the information. Describe how the project has mitigated the risks associated with potentially insufficient notice and opportunity to decline or consent.

Privacy Risk:

Mitigation:

Section 8.0 Redress

The following questions seek information about processes in place for individuals to seek redress which may include access to records about themselves, ensuring the accuracy of the information collected about them, and/or filing complaints.

8.1 What are the procedures that allow individuals to access their information?

Individuals seeking access to information in this system of records about themselves are required to provide adequate identification (e.g., driver's license, military identification card, employee badge or identification card). Additional identity verification procedures may be required, as warranted. Requests must meet the requirements of EPA regulations that implement the Privacy Act of 1974, at 40 CFR part 16.

8.2 What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?

Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete EPA Privacy Act procedures are described in EPA's Privacy Act regulations at 40 CFR part 16.

8.3 Privacy Impact Analysis: Related to Redress

Discuss what, if any, redress program the project provides beyond the access and correction afforded under the Privacy Act and FOIA.

Privacy Risk:

Mitigation: