Privacy Impact Assessment (PIA): CDC - ALM - QTR3 - 2023 - CDC6855601

Created Date: 3/7/2024 7:02 PM Last Updated: 9/30/2024 4:01 PM

Copy PIA (Privacy Impact Assessment)

Do you want to copy this PIA ?

Please select the user, who would be submitting the copied PIA.

Instructions

Review the following steps to complete this questionnaire:

1) Answer questions. Select the appropriate answer to each question. Question specific help text may be available via the icon. If your answer dictates an explanation, a required text box will become available for you to add further information.

2) Add Comments. You may add question specific comments or attach supporting evidence for your answers by clicking on the icon next to each question. Once you have saved the comment, the icon will change to the icon to show that a comment has been added.

3) Change the Status. You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.

4) Save/Exit the Questionnaire. You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

Acronyms
ATO - Authorization to Operate
CAC - Common Access Card
FISMA - Federal Information Security Management Act
ISA - Information Sharing Agreement
HHS - Department of Health and Human Services
MOU - Memorandum of Understanding
NARA - National Archives and Record Administration
OMB - Office of Management and Budget
PIA - Privacy Impact Assessment
PII - Personally Identifiable Information
POC - Point of Contact
PTA - Privacy Threshold Assessment
SORN - System of Records Notice
SSN - Social Security Number
URL - Uniform Resource Locator

General Information

PIA Name:	CDC - ALM - QTR3 - 2023 - CDC6855601	**PIA ID:**	1777002
Name of Component:	CDC - Application Lifecycle Management	**Name of ATO Boundary:**	Application Lifecycle Management
Overall Status:		**PIA Queue:**	
Submitter:		**# Days Open:**	244
Submission Status:	Submitted	**Submit Date:**	3/7/2024
Next Assessment Date:	N/A	**Expiration Date:**	1/1/2100
Office:		**OPDIV:**	CDC
Security Categorization:		**OpDiv PIA ID:**	CDC6855601
Legacy PIA ID:		**Make PIA available to Public?:**	Yes

1:	Identify the Enterprise Performance Lifecycle Phase of the system.	Operations and Maintenance
2:	Is this a FISMA-Reportable system?	Yes
3:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	No
4:	ATO Date or Planned ATO Date.	4/8/2024
5:	Is the system or electronic information collection, agency or contractor operated?	Agency

PTA

PTA

PTA - 2:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA - 2A:	Describe in further detail any changes to the system that have occurred since the last PIA.	N/A
PTA - 3:	Is the data contained in the system owned by the agency or contractor?	Agency
PTA - 4:	Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions.	The Application Lifecycle Management (ALM) System is a National Center for Human Immunodeficiency Virus /Acquired Immunodeficiency Syndrome , Viral Hepatitis, Sexually Transmitted Diseases, and Tuberculosis Prevention (NCHHSTP) Collaborative System Development environment which allows project teams to focus on the core development tasks while increasing collaboration via an integrated set of tools.

PTA - 5:	List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.	The ALM collects name and CDC email address to leverage personal identity verification (PIV) authentication in order to perform windows integrated authentication (WIA) to link with the system. ALM also collects data related to software project and documentations.
PTA - 5A:	Are user credentials used to access the system?	
PTA - 5B:	Please identify the type of user credentials used to access the system.	HHS User Credentials HHS Email Address
PTA - 6:	Describe why all types of information is collected (into), maintained, and/or shared with another system. This description should specify what information is collected about each category of individual.	ALM collects data related to software projects for the purposes listed below. ALM also collects Name and CDC Email address to leverage personal identity verification (PIV) authentication in order to perform windows integrated authentication (WIA) to link with the system. Information related to software projects are processed for the following purposes: Tracks bugs, task and activities of software projects, tracks software source code, provides ways to search and visualize software code, and allows for automated builds to fulfill Continuous Integration and Continuous Delivery of software.
PTA - 7:	Does the system collect, maintain, use or share PII?	Yes
PTA - 7A:	Does this include Sensitive PII as defined by HHS?	No
PTA - 8:	Does the system include a website or online application?	
PTA - 8A:	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	No
PTA - 9:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	n/a
PTA - 10:	Does the website have a posted privacy notice?	Yes
PTA - 11:	Does the website contain links to non-federal government websites external to HHS?	No
PTA - 11A:	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	
PTA - 12:	Does the website use web measurement and customization technology?	
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Session Cookies - Collect PII Session Cookies - Does Not Collect PII
PTA - 13:	Does the website have any information or pages directed at children under the age of thirteen?	No
PTA - 13A:	Does the website collect PII from children under the age thirteen?	
PTA - 13B:	Is there a unique privacy policy for the website and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 14:	Does the system have a mobile application?	No
PTA - 14A:	Is the mobile application HHS developed and managed or a third-party application?	

PTA - 15:	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
PTA - 16:	Does the mobile application/ have a privacy notice?	
PTA - 17:	Does the mobile application contain links to non-federal government websites external to HHS?	
PTA - 17A:	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
PTA - 18:	Does the mobile application use measurement and customization technology?	
PTA - 18A:	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
PTA - 19:	Does the mobile application have any information or pages directed at children under the age of thirteen?	
PTA - 19A:	Does the mobile application collect PII from children under the age thirteen?	
PTA - 19B:	Is there a unique privacy policy for the mobile application and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 20:	Is there a third-party website or application (TPWA) associated with the system?	No
PTA - 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA

PIA

PIA - 1:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Employees/ HHS Direct Contractors
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system.	Below 50
PIA - 4:	For what primary purpose is the PII used?	The primary purpose of the Personal Identifiable Information (PII) is for authentication
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	N/A
PIA - 6:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
PIA - 6A:	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
PIA - 7:	Identify legal authorities governing information use and disclosure specific to the system and program.	Section 306 of the Public Health Service Act (42 USC 242k)
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	No
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	
PIA - 8B:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	
PIA - 9:	Identify the sources of PII in the system.	Government Sources Within the OPDIV

PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	No
PIA - 10A:	Provide the information collection approval number.	
PIA - 10B:	Identify the OMB information collection approval number expiration date.	
PIA - 10C:	Explain why an OMB information collection approval number is not required.	No data is shared outside of the system and the only PII data the system uses are CDC User credentials.
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	No
PIA - 11A:	Identify with whom the PII is shared or disclosed.	
PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	
PIA - 11C:	List any agreements in place that authorizes the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	
PIA - 11D:	Describe process and procedures for logging/tracking/accounting for the sharing and/or disclosing of PII. If no process or procedures are in place, please explain why not.	
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 12A:	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	
PIA - 13:	Describe the method for notifying individuals that their information will be collected and how they can opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	Individuals can contact the technical steward/Subject Matter Expert (SME) via email (adgapps@cdc.gov) to opt-out of the collection of their PII, in exchange, individuals will not be able to use or access the system.
PIA - 14:	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	The technical steward/SME will inform individuals of major changes by email that occur in the system, but no such changes are anticipated.
PIA - 15:	Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	If an individual has any concerns about their PII being inappropriately obtained, used or disclosed, the individuals can contact the technical steward/SME at adgapps@cdc.gov for their concerns.
PIA - 16:	Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not.	The security controls are reviewed annually to ensure that the physical protections implemented for the PII data are still in place. Also, technical steward/SME periodically evaluate the list of Individuals to ensure integrity, availability, accuracy and relevancy.
PIA - 17:	Identify who will have access to the PII in the system.	Users Administrators
PIA - 17A:	Select the type of contractor.	
PIA - 17B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	

PIA - 18:	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	Users - to gain system access Administrators - to grant system access to the individuals and account maintenance.
PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Role-based access controls are implemented at the server level to ensure only individuals with a need to know have access to the PII.
PIA - 20:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	The least privilege model is utilized to allow those with access to PII to only access the minimum amount of information necessary to perform their job. Annual Assessment and recertification process is conducted to make sure user roles have not changed.
PIA - 21:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.	Security Awareness and Privacy Training (SAT) are required annually. Rules of behavior must be acknowledged and signed before access is granted.
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	N/A
PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	Records are retained and disposed of in accordance with the National Archives and Records Administration (NARA) General Records Schedule 3.2: Information Systems Security Records, which indicate: Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/Information Technology (IT) administrative purposes to ensure a continuity of security controls throughout the life of the system.
PIA - 24:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	Administration: CDC personnel are required to complete the annual Security Awareness Training to make them aware of their responsibilities for protecting the information being collected and maintained. Technical: Access to the server is controlled using individual access controls; username and password, and only authorized Individuals will have access to the data. Physical: The servers are housed in a secure CDC computer room that require building and room electronic access using the individuals PIV card. The campus has a 24/7 gate guard that requires use of the individuals PIV card and a valid parking sticker to gain access.

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	**Privacy Analyst Review Date:**	3/7/2024
Privacy Analyst Comments:	OpDiv Privacy Analyst: Joshua Mosios Status: Approved Date: March 7, 2024	**Privacy Analyst Days Open:**	

SOP Review

SOP Review Status:	Approved	**SOP Signature:**	
SOP Comments:	Approved on behalf of Beverly Walker	**SOP Review Date:**	3/18/2024
		SOP Days Open:	11

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	**Agency Privacy Analyst Review Date:**	4/22/2024
Agency Privacy Analyst Review Comments:		**Agency Privacy Analyst Days Open:**	35

SAOP Review

SAOP Review Status:	Approved	**SAOP Signature:**	
SAOP Comments:		**SAOP Review Date:**	4/23/2024
		SAOP Days Open:	1

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
(3-25-2024) Re_ CDC PIAs.pdf	223836	.pdf	3/25/2024 3:07 PM	1
ALM_PIA_4-22-2024_Signed.pdf	299233	.pdf	4/23/2024 4:46 PM	0

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 1	VILLAFUERTE, NESTOR	3/18/2024	Reviewer notes that PTA-8 and PTA-12 failed to sync.	
PIA - 1	Data Feed Service, piafrmcdc	9/30/2024	This System has been migrated within the OCIO ISB Infrastructure Services authorization boundary. All future updates should be made via the new Sub- Component application.	

Admin Section

Is OpDiv Privacy Analyst Approved ?:	1	**Is OpDiv Privacy Analyst Return ? :**	0
		Is SOP Return ?:	0
Is Agency Privacy Analyst Approve ?:	1	**Is Agency Privacy Analyst Return ?:**	0
Is SAOP Approved?:	1	**Is SAOP Return ?:**	0
Total Approved:	4	**Total Return:**	0
Total Approval Required:	4		

Miscellaneous Fields

Last Updated:	9/30/2024 4:01 PM	**History Log:**	View History Log