

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 - Local Travel - QTR2 - 2024 - CDC8324729	PIA ID:	1920591
Name of Component:	CDC - Local Travel System	Name of ATO Boundary:	Local Travel System
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	32
Submission Status:	Submitted	Submit Date:	6/17/2024
Next Assessment Date:	N/A	Expiration Date:	1/1/2100
Office:		OPDIV:	CDC
Security Categorization:		OpDiv PIA ID:	CDC8324729
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)?		Yes
4:	ATO Date or Planned ATO Date.		
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.	None.
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.	<p>The CDC Local Travel System (Local Travel) provides the capability for users to complete, edit, and submit local travel vouchers for reimbursement. A local travel voucher is a form used by employees to keep track of their local travel expenses and obtain reimbursement. Vendors under contract with CDC also obtain reimbursement for travel related expenses incurred by employees.</p> <p>In addition, authorized users are able to review, assign, audit, and approve or reject travel vouchers for all CDC employees. This is a CDC internal system under the office of Financial Resources (OFR). Travel claims are limited to mileage, parking, and local transportation expenses associated with traveling for CDC duties within a 50-mile radius of a CDC site. This system authorizes payments for vendors and employees.</p>

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.

Users must include their business contact information (name, phone, and email address) when submitting travel information and can also contain employee home addresses. In addition, vendor information, to include Employee Identification number (EIN)/Taxpayer Identification number (TIN) information as they apply to businesses only, is available within the system for payment processing.

The PII in Local Travel is collected from four other sources: Enterprise Reporting System (ERS), Approval Task List (ATL), CDC Neighborhood, and the Management Information Systems Office Data Management and Analytics System, commonly referred to as MISO Data Management and Analytics System (DMAS). Each of these systems fall under a previously approved PIA.

Users are authenticated via Active Directory, thus no userIDs and passwords are stored. Active Directory is a separate system covered under its own PIA.

PTA - 5A:

Are user credentials used to access the system?

PTA - 5B:

Please identify the type of user credentials used to access the system.

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.	<p>Users must include their business contact information (name, phone, and email address) when submitting travel information. The system will collect and disseminate the voucher information to the CDC Travel system. This data is viewable only at the database level by a select set of Local Travel database administrators. In addition, vendor information, to include EIN/TIN information as they apply to businesses only, is available within the system for payment processing.</p> <p>Information is collected in order to ensure individuals are paid for contracts engaged with the CDC, this is to include Vendors. Information must also be collected to ensure employees are reimbursed for local travel expenses.</p> <p>Local Travel processes PII in the form of vendor Employee ID numbers (EINs), as they apply to businesses not individuals and can contain employee home addresses.</p> <p>The PII in Local Travel is collected from four other sources: Enterprise Reporting System (ERS), Approval Task List (ATL), CDC Neighborhood, and the MISO Data Management and Analytics System (DMAS). Each of these systems fall under a previously approved PIA.</p> <p>Users of the system are authenticated using Active Directory (AD) which has a separate PIA. No user credentials are collected or stored.</p> <p>This system maintains, processes, or collects PII but not SSNs.</p>
PTA - 7:	Does the system collect, maintain, use or share PII?	Yes
PTA - 7A:	Does this include Sensitive PII as defined by HHS?	Yes
PTA - 8:	Does the system include a website or online application?	Yes
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.	<p>The CDC Local Travel System (Local Travel) provides the capability for users to complete, edit, and submit local travel vouchers for reimbursement. A local travel voucher is a form used by employees to keep track of their local travel expenses and obtain reimbursement. Vendors under contract with CDC also obtain reimbursement for travel related expenses incurred by employees. Users are authenticated via Active Directory, thus no userIDs and passwords are stored. Active Directory is a separate system covered under its own PIA. Users then access the system through URL.</p>
PTA - 10:	Does the website have a posted privacy notice?	No
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?	No
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to 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 Phone numbers Taxpayer ID Mailing 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.	Above 2000

PIA - 4:	For what primary purpose is the PII used?	The PII relates to individuals who need to be paid for contracts engaged with the CDC and it is a requirement of 31 U.S.C. Section 3701, the Debt Collection Improvement Act of 1996 to include vendor EIN/TIN information, as they apply to businesses only, on payment vouchers. Some of the PII also relates to employees who obtain approval of their submitted local travel vouchers. Employee payments are processed through another system which has its own PIA.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	None.
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.	31 U.S.C. 3512, 3711, 3716, 3721
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	Name, phone number, and email address
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.	09-90-0024: HHS Financial Management System Records
PIA - 9:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains Online 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.	N/A This system does not process from or about the general public.
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	Yes
PIA - 11A:	Identify with whom the PII is shared or disclosed.	Within HHS
PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	Internal CDC offices (financial management, material management, program office), HHS (DCIS). This is required by the FPDS (Federal Procurement Data System) that all procurement data be reported to show the allocation of federal procurement money. Users must submit their information(name) if they want to be paid for contracts engaged with the CDC.
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)).	N/A

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.	Disclosure requests are made through the CDC Privacy Office or by contacting the OFR System Security Privacy Officer (SSPO) and relayed to Application Services Branch (ASB) when necessary for retrieval. Information regarding each disclosure is captured by the Local Travel team and stored in an on-line repository with the system's documentation.
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.	There is no option to object. Vendors must submit their business information in order to be paid; if they decline to provide the data, they will not be reimbursed. Likewise, employees will not be reimbursed for local travel expenses, if they choose not to share their data.
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.	This information is collected from other CDC resources ERS, ATL, CDC Neighborhood, and DMAS. Those systems are responsible for notification.
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.	Individuals may contact the Application Services Branch (ASB) Help-desk or Cybersecurity Program Office (CSPO) 770-488-8660, if they believe their PII has been inappropriately obtained. Individuals may contact the Help Desk via phone or email for additional assistance. The Help Desk phone number is 404-639-7500, and the Help Desk email address is magichelp@cdc.gov.
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.	This information is collected from other CDC resources and updated through scheduled data pulls. Those systems are responsible for the integrity, availability, accuracy, and relevancy of the data provided.
PIA - 17:	Identify who will have access to the PII in the system.	Users Administrators Developers
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 - Users require access to process travel clearances. Administrators - Administrators need access to maintain the system and approve travel clearances. Developers - Developers need access to provide maintenance and upgrades to the system.

PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	PII can only be accessed by authenticated users behind the firewall. Access is limited by user roles as maintained through the Role Based Access Control (RBAC) system and access ranges held within Active Directory which is covered by a separate PIA.
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.	PII can only be accessed by authenticated users behind the firewall. Access is limited by user roles through RBAC and access ranges held within Active Directory which is covered by a separate PIA.
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.	Initial and annual Security and Privacy Awareness Training (SAT).
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	None.
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).	<p>GENERAL RECORDS SCHEDULE 5.2: Item 020, Transitory and Intermediary Records. Disposition Authority: DAA-GRS2017-00030001</p> <p>Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.</p>
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.	<p>Administrative: Records are maintained according with CDC's record control schedule and record control policy. This information is secured using the CDC/Information Security Active Directory authentication process and role-based application control.</p> <p>Technical: Monitored by the Network and IT security controls which are administered by Cybersecurity Program Office (CSPO) and Infrastructure Services Branch (ISB). The controls include user authentication/authorization, firewalls and encryption. Data obfuscation is applied to user roles based on authorization. Unauthorized users do not have access to PII.</p> <p>Physical: Controls are managed by guards, ID badges, and key card restrictions.</p>

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	6/18/2024
Privacy Analyst Comments:	OpDiv Analyst: Joshua Mosios (Contractor)	Privacy Analyst Days Open:	

SOP Review

SOP Review Status:	Approved	SOP Signature:	
SOP Comments:	Approved on behalf of Beverly Walker	SOP Review Date:	7/15/2024
		SOP Days Open:	28

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	7/19/2024
Agency Privacy Analyst Review Comments:	Reviewer: Nestor Villafuerte 7/18/2024 Per CDC email (see Supporting Documentation) we confirm that the ATO Date is 6/1/2022 and expire 5/31/2025. This PIA is ready for SAOP review and approval.	Agency Privacy Analyst Days Open:	4

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	Archer Signature_Bridget Guenther.docx
SAOP Comments:	7/18/2024 Per CDC email (see Supporting Documentation) we confirm that the ATO Date is 6/1/2022 and expire 5/31/2025.	SAOP Review Date:	7/19/2024
		SAOP Days Open:	0

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
7-18-2024 Email_CDC - Local Travel - QTR2 - 2024 - CDC8324729.pdf	234554	.pdf	7/18/2024 3:54 PM	0

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 1	VILLAFUERTE, NESTOR	7/17/2024	Please provide a response for PTA-5a/5b.	
PIA - 1	BLAND, CRYSTAL	7/18/2024	In regard to the previous comment, on the next iteration of the PTA: PTA-5A: Per PTA-5 users are authenticated via Active Directory, please select "Yes, but user credentials are maintained by another system."	
PIA - 1	BLAND, CRYSTAL	7/18/2024	Reviewer noted that in the General Info section ATO Date is blank or either didn't sync.	
PIA - 1	Data Feed Service, piafrmdc	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 Agency Privacy Analyst Approve ?:	1	Is SOP Return ?:	0
Is SAOP Approved?:	1	Is Agency Privacy Analyst Return ?:	0
Total Approved:	4	Is SAOP Return ?:	0
Total Approval Required:	4	Total Return:	0

Miscellaneous Fields

Last Updated:	9/30/2024 8:01 PM	History Log:	View History Log
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