

## 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

<b>PIA Name:</b>	CDC - BASS - QTR1 - 2024 - CDC8017637	<b>PIA ID:</b>	1780988
<b>Name of Component:</b>	CDC - MISO Business Application Support System	<b>Name of ATO Boundary:</b>	MISO Business Application Support System
<b>Overall Status:</b>		<b>PIA Queue:</b>	
<b>Submitter:</b>		<b># Days Open:</b>	35
<b>Submission Status:</b>	Re-Submitted	<b>Submit Date:</b>	4/5/2024
<b>Next Assessment Date:</b>	N/A	<b>Expiration Date:</b>	4/12/2027
<b>Office:</b>		<b>OPDIV:</b>	CDC
<b>Security Categorization:</b>	Moderate	<b>OpDiv PIA ID:</b>	CDC8017637
<b>Legacy PIA ID:</b>	8017637	<b>Make PIA available to Public?:</b>	Yes
<b>1:</b>	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
<b>2:</b>	Is this a FISMA-Reportable system?		Yes
<b>3:</b>	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		Yes
<b>4:</b>	ATO Date or Planned ATO Date.		4/13/2024
<b>5:</b>	Is the system or electronic information collection, agency or contractor operated?		Agency

### PTA

<b>PTA</b>		
<b>PTA - 2:</b>	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
<b>PTA - 2A:</b>	Describe in further detail any changes to the system that have occurred since the last PIA.	None
<b>PTA - 3:</b>	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.

MISO Business Application Support System (BASS) was created to support the development of CDC business applications and provide re-usable functionality that decreases operating and development cost for the systems they support. The task management service is apart of the Approval Task List (ATL) which provides the ability to audit administrative approvals and track application development progress. The Web Services allows application to use multiple main headings without accessing the MISO (Management Information Systems Office) Framework code libraries. The Web Service Foundation allows sharing of data among applications and data sources using the web services. Since no PII is collected or maintained in the system, no data about individuals are held, the data BASS does contain helps uphold its purpose of providing re-useable functionality that decrease operating and development costs for the systems they support. This functionality includes:

**Task Management Service** - Allows CDC business application to integrate with ATL to track an application task progress. This functionality is comprised of a web service and database. The list of tasks are restricted via Role-Based Access controls (RBAC).

**Web Services**- Interacts with the BASS infrastructure to allows use of specific main headings. The following headings are provided: Approvals, User Info, CDC Organizational Unit, Event Notification, and Mobile Services.

**Web Service Foundation**- Framework consist of the Enterprise Tokening Service (ETS), Internal Audit Assessment, and Web Services Common Library.

BASS does not collect or store PII; however, BASS processes information stored in the Data Management and Analytics System (DMAS) and therefore processes PII. BASS does not collect, store, or process SSNs

**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.

BASS contains task name, task status, and a task description for the Approval Task List function. The Web Services function processes, but does not collect or maintain, data between systems. Some of the information types processed include name, Date of Birth, phone numbers, emails, employment, and military status information. BASS does not collect or store PII; however, BASS processes information stored in the Data Management and Analytics System (DMAS) and therefore processes PII. DMAS is a separate system with its own PIA.

Users are authenticated through Active Directory, so User IDs and passwords are not required. Active Directory is a separate system with its own PIA.

<b>PTA - 5A:</b>	Are user credentials used to access the system?	
<b>PTA - 5B:</b>	Please identify the type of user credentials used to access the system.	
<b>PTA - 6:</b>	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.	BASS contains task name, task status, and a task description for the Approval Task List function. The Web Services function processes, but does not collect or maintain, data between systems. Some of the information types processed include name, Date of Birth, phone numbers, emails, employment, and military status information. The task management service is a part of the Approval Task List (ATL) which provides the ability to audit administrative approvals and track application development progress.
<b>PTA - 7:</b>	Does the system collect, maintain, use or share PII?	Yes
<b>PTA - 7A:</b>	Does this include Sensitive PII as defined by HHS?	No
<b>PTA - 8:</b>	Does the system include a website or online application?	Yes
<b>PTA - 8A:</b>	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	No
<b>PTA - 9:</b>	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>MISO Business Application Support System (BASS) was created to support the development of CDC business applications and provide re-usable functionality that decreases operating and development cost for the systems they support.</p> <p>Access to BASS applications is limited to only authorized, internal CDC users with a valid CDC network account. Permissions are assigned to BASS roles, and users are assigned to roles with the lowest level of permissions necessary to complete their job. The BASS Product Owner is the authorized approver for BASS roles. All role requests must originate or be approved by the BASS Product Owner or designated representative. Upon verification of approval, the role requests will then be routed to the System Administrators, who will assign users to those roles.</p> <p>Permissions are assigned to BASS roles, and users are assigned to roles with the lowest level of permissions necessary to complete their job. The BASS Product Owner is the authorized approver for BASS roles. All role requests must originate or be approved by the BASS Product Owner or designated representative. Upon verification of approval, the role requests will then be routed to the System Administrators, who will assign users to those roles.</p>
<b>PTA - 10:</b>	Does the website have a posted privacy notice?	Yes
<b>PTA - 11:</b>	Does the website contain links to non-federal government websites external to HHS?	No
<b>PTA - 11A:</b>	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	
<b>PTA - 12:</b>	Does the website use web measurement and customization technology?	No
<b>PTA - 12A:</b>	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	

<b>PTA - 13:</b>	Does the website have any information or pages directed at children under the age of thirteen?	No
<b>PTA - 13A:</b>	Does the website collect PII from children under the age thirteen?	
<b>PTA - 13B:</b>	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?	
<b>PTA - 14:</b>	Does the system have a mobile application?	No
<b>PTA - 14A:</b>	Is the mobile application HHS developed and managed or a third-party application?	
<b>PTA - 15:</b>	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
<b>PTA - 16:</b>	Does the mobile application/ have a privacy notice?	
<b>PTA - 17:</b>	Does the mobile application contain links to non-federal government websites external to HHS?	
<b>PTA - 17A:</b>	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
<b>PTA - 18:</b>	Does the mobile application use measurement and customization technology?	
<b>PTA - 18A:</b>	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
<b>PTA - 19:</b>	Does the mobile application have any information or pages directed at children under the age of thirteen?	
<b>PTA - 19A:</b>	Does the mobile application collect PII from children under the age thirteen?	
<b>PTA - 19B:</b>	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?	
<b>PTA - 20:</b>	Is there a third-party website or application (TPWA) associated with the system?	No
<b>PTA - 21:</b>	Does this system use artificial intelligence (AI) tools or technologies?	No

<b>PIA</b>		
<b>PIA</b>		
<b>PIA - 1:</b>	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address Phone numbers Military Status Date of Birth Mailing Address Financial Account Info Legal Documents Employment Status
<b>PIA - 2:</b>	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Business Partners/Contacts (Federal, state, local agencies) Employees/ HHS Direct Contractors Vendors/Suppliers/Third-Party Contractors (Contractors other than HHS Direct Contractors)

<b>PIA - 3:</b>	Indicate the approximate number of individuals whose PII is maintained in the system.	Above 2000
<b>PIA - 4:</b>	For what primary purpose is the PII used?	BASS does process PII, however BASS does not collect, maintain, or process SSNs. BASS collects the PII to support its suite of applications and capabilities that support CDC-developed business applications that are wrapped under BASS, providing re-useable functionality that decrease operating and development costs for the systems they support.
<b>PIA - 5:</b>	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	None
<b>PIA - 6:</b>	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	None, BASS does not collect, store, and/or process Social Security Numbers (SSNs)
<b>PIA - 6A:</b>	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	None, BASS does not collect, store, and/or process Social Security Numbers (SSNs)
<b>PIA - 7:</b>	Identify legal authorities governing information use and disclosure specific to the system and program.	5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, as amended by 13478, 9830, and 12107.
<b>PIA - 8:</b>	Are records in the system retrieved by one or more PII data elements?	Yes
<b>PIA - 8A:</b>	Please specify which PII data elements are used to retrieve records.	Name Date of Birth
<b>PIA - 8B:</b>	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.	OPM/GOVT-1, General Personnel Records
<b>PIA - 9:</b>	Identify the sources of PII in the system.	Government Sources Within the OPDIV
<b>PIA - 10:</b>	Is there an Office of Management and Budget (OMB) information collection approval number?	No
<b>PIA - 10A:</b>	Provide the information collection approval number.	None, BASS does not collect PII from the public
<b>PIA - 10B:</b>	Identify the OMB information collection approval number expiration date.	
<b>PIA - 10C:</b>	Explain why an OMB information collection approval number is not required.	BASS does not collect PII from the public
<b>PIA - 11:</b>	Is the PII shared with other organizations outside the system's Operating Division?	No
<b>PIA - 11A:</b>	Identify with whom the PII is shared or disclosed.	
<b>PIA - 11B:</b>	Please provide the purpose(s) for the disclosures described in PIA - 11A.	
<b>PIA - 11C:</b>	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)).	
<b>PIA - 11D:</b>	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.	
<b>PIA - 12:</b>	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
<b>PIA - 12A:</b>	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	

<b>PIA - 13:</b>	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.	The PII used in BASS originates in the CDC personnel systems and is collected as a term of employment. There is no option to opt out. The only way to opt out is to refuse working within the systems that make up BASS.
<b>PIA - 14:</b>	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.	BASS post notices to the CDC application intranet prior to major changes. In the event an individual has concerns or objects to the change, they may contact the MISO help desk. The CDC Helpdesk phone number is 404-639-7500, and the Helpdesk email address is magichelp@cdc.gov.
<b>PIA - 15:</b>	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 CSPO or the ASB Help Desk if they believe their PII has been inappropriately obtained, used, disclosed or is inaccurate. The ASB Help Desk email is misohelpdesk@cdc.gov and CSPO Help Desk at 508helpdesk@cdc.gov.
<b>PIA - 16:</b>	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 BASS system is updated at least once a day by the systems that make up BASS by the individuals systems automated processes to BASS to ensure the data's integrity, accuracy, availability and relevancy.
<b>PIA - 17:</b>	Identify who will have access to the PII in the system.	Users Administrators Developers Contractors
<b>PIA - 17A:</b>	Select the type of contractor.	HHS/OpDiv Direct Contractors
<b>PIA - 17B:</b>	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes
<b>PIA - 18:</b>	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	Users: To perform assigned duties or update their PII  Administrators: To maintain the system  Developers: To troubleshoot problem  Contractors: To perform assigned duties or update their PII. These contractors are direct contractors.
<b>PIA - 19:</b>	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Access to the BASS applications are limited to authorized, internal CDC users with a valid CDC network account. Permissions are assigned to BASS roles, and users are assigned to roles with the lowest level of permissions necessary to complete their job. The BASS Product Owner is the authorized approver for BASS roles. All role requests must originate or be approved by the BASS Product Owner or designated representative. Upon verification of approval, the role requests will then be routed to the System Administrators, who will assign users to those roles.

<b>PIA - 20:</b>	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.	BASS uses Front-end Access Method (FAME) to manage user access to data elements. FAME is used to establish roles that limit access to BASS reports to only those reports that are required for the user to perform their job. The roles determine what data types are available to a user. FAME also uses exceptions to limit the scope of the record sets that are returned to the user based on administrative codes (identifiers for specific CDC organizational units). A business application user's access to the PII is governed by the application role they are assigned and restricted to only need to know information.
<b>PIA - 21:</b>	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
<b>PIA - 22:</b>	Describe the training system users receive (above and beyond general security and privacy awareness training).	None
<b>PIA - 23:</b>	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).	All official records are transferred or destroyed based on CDC record management policies and practices. The following records schedules apply to the system: GENERAL RECORDS SCHEDULE 5.2: Transitory and Intermediary Records Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.
<b>PIA - 24:</b>	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 Controls: The system utilizes file backups, least privilege access, user manuals.</p> <p>Technical Controls: Network boundary, monitoring, authentication and access controls operated by the CDC include firewalls, intrusion detection, logging, Active Directory, proxy servers, back-up systems, and virtual machines.</p> <p>Physical Controls: Controls are managed by guards, ID badges and key card restrictions.</p>

## Review & Comments

### Privacy Analyst Review

<b>OpDiv Privacy Analyst Review Status:</b>	Approved	<b>Privacy Analyst Review Date:</b>	4/9/2024
<b>Privacy Analyst Comments:</b>	OpDiv Privacy Analyst: Joshua Mosios Subject to SOP re-review	<b>Privacy Analyst Days Open:</b>	

### SOP Review

<b>SOP Review Status:</b>	Approved	<b>SOP Signature:</b>	
<b>SOP Comments:</b>	Approved on behalf of Beverly Walker	<b>SOP Review Date:</b>	4/9/2024
		<b>SOP Days Open:</b>	4

### Agency Privacy Analyst Review

<b>Agency Privacy Analyst Review Status:</b>	Approved	<b>Agency Privacy Analyst Review Date:</b>	4/11/2024
<b>Agency Privacy Analyst Review Comments:</b>	Reviewer: Nestor Villafuerte 4/11/2024 There are minor comment for updates on the next iteration of the PTA. This PIA is ready for SAOP review and approval.  Update on the next iteration of the PTA:  PTA-5A: Reviewer notes that PTA-5A response is blank.  PIA-1: Legal Documents and Financial information isn't mentioned in PTA-5 as one of the PII elements processed.	<b>Agency Privacy Analyst Days Open:</b>	2

### SAOP Review

<b>SAOP Review Status:</b>	Approved	<b>SAOP Signature:</b>	Archer Signature_Bridget Guenther.docx
<b>SAOP Comments:</b>	Update on the next iteration of the PTA:  PTA-5A: Reviewer notes that PTA-5A response is blank.  PIA-1: Legal Documents and Financial information isn't mentioned in PTA-5 as one of the PII elements processed.	<b>SAOP Review Date:</b>	4/12/2024
		<b>SAOP Days Open:</b>	1

## Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

## Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 1	Data Feed Service, piafrmc dc	3/13/2024	DOB, Military and Employment statuses are all mentioned in both previously approved PIA and recently approved PTA. Please correct.	
PIA - 4	Data Feed Service, piafrmc dc	3/13/2024	Please address for what purpose the PII is processed.	
PIA - 7	Data Feed Service, piafrmc dc	3/13/2024	Most of these laws and regulations are not applicable to the specific purpose of this system. Please review with and revise.	
PIA - 4	Data Feed Service, piafrmc dc	3/13/2024	Based on later responses it can be inferred that the PII is used for employment purposes. Please provide a statement to that effect.	
PIA - 15	Data Feed Service, piafrmc dc	3/13/2024	Please update outdated acronym(s)	
PIA - 17	Data Feed Service, piafrmc dc	3/13/2024	Do contractors serve as users, administrators, or developers? If so, please state that.	
PIA - 7	Data Feed Service, piafrmc dc	3/20/2024	These are all laws authorizing the creation of SORN OPM/GOVT-1, General Personnel Records, not necessarily this specific system. Please identify the governing legal authority.	
PIA - 8A	Data Feed Service, piafrmc dc	3/20/2024	This answer is too broad. The identifiers provided in the SORN include "name, agency, birth date, social security number, or identification number of the individual on whom they are maintained". Please narrow answer.	
PIA - 24	Data Feed Service, piafrmc dc	3/25/2024	Please use complete sentences.	
PIA - 7	Data Feed Service, piafrmc dc	3/25/2024	Was the actual legal authority specified?	
PIA - 1	BLAND, CRYSTAL	4/11/2024	Update on the next iteration of the PTA:  PTA-5A: Reviewer notes that PTA-5A response is blank.	

PIA-1: Legal Documents and Financial information isn't mentioned in PTA-5 as one of the PII elements processed.

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.
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### 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:	<a href="#">View History Log</a>
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