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U.S. Department of Commerce
National Technical Information Service

Privacy Impact Assessment
for the
Next Generation Learning Management System

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☒ Concurrence of Senior Agency Official for Privacy/DOC Chief Privacy Officer

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Signature of Senior Agency Official for Privacy/DOC Chief Privacy Officer — Date: 6/4/2015

U.S. Department of Commerce Privacy Impact Assessment
National Technical Information Service/Next Generation Learning Management System

Unique Project Identifier: N/A

Introduction: System Description

Provide a description of the system that addresses the following elements:
The response must be written in plain language and be as comprehensive as necessary to describe the system.

(a) a general description of the information in the system

The Cornerstone OnDemand (CSOD) Next Generation Learning Management System (NGLMS) is the learning management system for DOC and its bureaus. The system manages instructor led training by providing a mechanism for creating courses, scheduling classes, and registering users for those courses. The system also tracks instructors and rooms that are used for training. In addition to managing instructor led training, the system also provides access to online courses. The system supports processing of external training requests via Standard Form (SF) 182, *Authorization, Agreement and Certification of Training*. The system allows entry of training records completed outside of the system. The system provides the capabilities of reporting on how training is configured within the system, training completed, and assigned training not completed. The system can also send email notifications to remind users of training events and required training not completed. The system may eventually allow name and email information to be transferred from other HR systems, such as the National Finance Center (NFC).

In order for the system to provide this functionality, the system stores training information (courses, training rooms, instructors, and training completion history), non-sensitive personally identifiable information (PII), and human resource (HR) information.

In future phases, the system's capabilities will be expanded to include assisting users to manage their individual development plans and to manage competencies for the purpose of self-development. The system will store goals, activities to support goals, competency associated with job position, and competency rating.

(b) a description of a typical transaction conducted on the system

1. Employee Registers for Instructor Led Training
    a. Employee logs into system.
    b. Employee searches for training.
    c. Employee registers for training.
2. Employee Completes Online Course
    a. Employee logs into system.
    b. Employee searches for online training. Otherwise, the training may be assigned to the employee.

   c. Employee launches online training by selecting the link to start the online course.
   d. Employee completes online course.
3. Employee Requests External Training
   a. Employee logs into system.
   b. Employee completes SF-182. The online SF-182 does not capture the Social Security Number (SSN) or Date of Birth (DoB). The employee is tracked via User ID which is his/her email address.
   c. Employee submits SF-182.
   d. Supervisor reviews request as well as other individuals (second tier supervisor, training administrators, financial approvers) and approves or denies the request.
   e. Employee completes post-course survey after successful completion of course.
4. Administrator Creates Training
   a. Administrator logs into system.
   b. Administrator inputs supporting information for course including provider, room information, and instructor information.
   c. Administrator creates course including information such as course description, target audience, subject areas, and related competencies.
   d. Administrator creates session for course if led by instructor, including dates, times, and locations where the course session will be offered.
5. Administrator Runs Learning History Report
   a. Administrator logs into system.
   b. Administrator chooses report to run.
   c. Administrator chooses criteria for report, such as users and courses to include.
6. Office of Personnel Management (OPM) Enterprise Human Resource Integration (EHRI) Data Management
   a. Administrator logs into system.
   b. Administrator chooses report to run.
   c. Administrator chooses criteria for report, including training related data feeds from the system.

(c) any information sharing conducted by the system

No data sharing is conducted by the system.

(d) a citation of the legal authority to collect PII and/or BII

5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, as amended by 13478, 9830, and 12107. Executive Order 13197 empowers OPM to collect the personnel data in EHRI.

(e) the Federal Information Processing Standard (FIPS) 199 security impact category for the system

Moderate

Section 1: Status of the Information System

1.1 Indicate whether the information system is a new or existing system.

X This is a new information system.
____ This is an existing information system with changes that create new privacy risks. *(Check all that apply.)*

Changes That Create New Privacy Risks (CTCNPR)					
a. Conversions		d. Significant Merging		g. New Interagency Uses	
b. Anonymous to Non-Anonymous		e. New Public Access		h. Internal Flow or Collection	
c. Significant System Management Changes		f. Commercial Sources		i. Alteration in Character of Data	
j. Other changes that create new privacy risks (specify):					

Section 2: Information in the System

2.1 Indicate what personally identifiable information (PII)/business identifiable information (BII) is collected, maintained, or disseminated. *(Check all that apply.)*

Identifying Numbers (IN)					
a. Social Security*		e. File/Case ID		i. Credit Card	
b. Taxpayer ID		f. Driver's License		j. Financial Account	
c. Employer ID	X	g. Passport		k. Financial Transaction	
d. Employee ID	X	h. Alien Registration		l. Vehicle Identifier	
m. Other identifying numbers (specify): DOC MASTER ID (OS generated number used to uniquely identify employees throughout the Department). The PII data will be used to associate users with training registrations and training histories. The PII data will also be used to contact employees to follow up on completing training and other learning and development activities. The PII data will be used to manually transmit EHRI data to OPM.					
*Explanation for the need to collect, maintain, or disseminate the Social Security number, including truncated form:					

General Personal Data (GPD)					
a. Name	X	g. Date of Birth		m. Religion	
b. Maiden Name		h. Place of Birth		n. Financial Information	
c. Alias	X	i. Home Address		o. Medical Information	
d. Gender	X	j. Telephone Number		p. Military Service	

e. Age		k. Email Address	X	q. Physical Characteristics	
f. Race/Ethnicity	X	l. Education	X	r. Mother's Maiden Name	
s. Other general personal data (specify):					

Work-Related Data (WRD)					
a. Occupation	X	d. Telephone Number	X	g. Salary	
b. Job Title	X	e. Email Address	X	h. Work History	
c. Work Address	X	f. Business Associates			
i. Other work-related data (specify): Occupational series, pay plan, grade, Program Of Instruction (POI), POI date, service computation date, supervisory code, supervisory code, user type, instructional program, country code, duty county name, agency code					

Distinguishing Features/Biometrics (DFB)					
a. Fingerprints		d. Photographs		g. DNA Profiles	
b. Palm Prints		e. Scars, Marks, Tattoos		h. Retina/Iris Scans	
c. Voice Recording/Signatures		f. Vascular Scan		i. Dental Profile	
j. Other distinguishing features/biometrics (specify):					

System Administration/Audit Data (SAAD)					
a. User ID	X	c. Date/Time of Access	X	e. ID Files Accessed	
b. IP Address	X	d. Queries Run	X	f. Contents of Files	
g. Other system administration/audit data (specify): Actions taken within the system, such as modifying training events and records.					

Other Information (specify)

2.2 Indicate sources of the PII/BII in the system. *(Check all that apply.)*

Directly from Individual about Whom the Information Pertains					
In Person		Hard Copy: Mail/Fax		Online	X
Telephone		Email			
Other (specify):					

Government Sources					
Within the Bureau	X	Other DOC Bureaus	X	Other Federal Agencies	
State, Local, Tribal		Foreign			
Other (specify):					

Non-government Sources

Public Organizations		Private Sector		Commercial Data Brokers	
Third Party Website or Application					
Other (specify):					

2.3 Indicate the technologies used that contain PII/BII in ways that have not been previously deployed. *(Check all that apply.)*

Technologies Used Containing PII/BII Not Previously Deployed (TUCPBNPD)			
Smart Cards		Biometrics	
Caller-ID		Personal Identity Verification (PIV) Cards	
Other (specify):			

X	There are not any technologies used that contain PII/BII in ways that have not been previously deployed.

Section 3: System Supported Activities

3.1 Indicate IT system supported activities which raise privacy risks/concerns. *(Check all that apply.)*

Activities			
Audio recordings		Building entry readers	
Video surveillance		Electronic purchase transactions	
Other (specify):			

X	There are not any IT system supported activities which raise privacy risks/concerns.

Section 4: Purpose of the System

4.1 Indicate why the PII/BII in the IT system is being collected, maintained, or disseminated. *(Check all that apply.)*

Purpose			
To determine eligibility		For administering human resources programs	X
For administrative matters		To promote information sharing initiatives	
For litigation		For criminal law enforcement activities	
For civil enforcement activities		For intelligence activities	
To improve Federal services online		For employee or customer satisfaction	
For web measurement and customization technologies (single-session)		For web measurement and customization technologies (multi-session)	
Other (specify): To comply with mandated training requirements.			

Section 5: Use of the Information

5.1 In the context of functional areas (business processes, missions, operations, etc.) supported by the IT system, describe how the PII/BII that is collected, maintained, or disseminated will be used. Indicate if the PII/BII identified in Section 2.1 of this document is in reference to a federal employee/contractor, member of the public, foreign national, visitor or other (specify).

The PII data will be used to associate users with training registrations and training histories. The PII data will also be used to contact employees to follow up on completing training and other learning and development activities. The PII data will be used to transmit EHRI data to OPM. This is for federal employees/contractors.

Section 6: Information Sharing and Access

6.1 Indicate with whom the bureau intends to share the PII/BII in the IT system and how the PII/BII will be shared. *(Check all that apply.)*

Recipient	How Information will be Shared		
	Case-by-Case	Bulk Transfer	Direct Access
Within the bureau			
DOC bureaus			
Federal agencies			
State, local, tribal gov't agencies			
Public			
Private sector			
Foreign governments			
Foreign entities			
Other (specify):			

X	The PII/BII in the system will not be shared.

6.2 Indicate whether the IT system connects with or receives information from any other IT systems authorized to process PII and/or BII.

	Yes, this IT system connects with or receives information from another IT system(s) authorized to process PII and/or BII. Provide the name of the IT system and describe the technical controls which prevent PII/BII leakage:
X	No, this IT system does not connect with or receive information from another IT system(s) authorized to process PII and/or BII.

6.3 Identify the class of users who will have access to the IT system and the PII/BII. *(Check all that apply.)*

Class of Users			
General Public		Government Employees	X
Contractors	X		
Other (specify):			

Section 7: Notice and Consent

7.1 Indicate whether individuals will be notified if their PII/BII is collected, maintained, or disseminated by the system. *(Check all that apply.)*

X	Yes, notice is provided pursuant to a system of records notice published in the Federal Register and discussed in Section 9.	
X	Yes, notice is provided by a Privacy Act statement and/or privacy policy. The Privacy Act statement and/or privacy policy can be found at: the online SF-182.	
	Yes, notice is provided by other means.	Specify how:
	No, notice is not provided.	Specify why not:

7.2 Indicate whether and how individuals have an opportunity to decline to provide PII/BII.

X	Yes, individuals have an opportunity to decline to provide PII/BII.	Specify how: Users may choose to not provide PII during application for employment.
	No, individuals do not have an opportunity to decline to provide PII/BII.	Specify why not:

7.3 Indicate whether and how individuals have an opportunity to consent to particular uses of their PII/BII.

X	Yes, individuals have an opportunity to consent to particular uses of their PII/BII.	Specify how: When users register for the Learning System, if they do not want to have their PII used, they can choose not to participate.
	No, individuals do not have an opportunity to consent to particular uses of their PII/BII.	

7.4 Indicate whether and how individuals have an opportunity to review/update PII/BII pertaining to them.

X	Yes, individuals have an opportunity to review/update PII/BII pertaining to them.	Specify how: PII data can be updated by employees (email address, office phone, and office address) through their email staff directory.
	No, individuals do not have an	.

	opportunity to review/update PII/BII pertaining to them.	

Section 8: Administrative and Technological Controls

8.1 Indicate the administrative and technological controls for the system. *(Check all that apply.)*

	All users signed a confidentiality agreement or non-disclosure agreement.
X	All users are subject to a Code of Conduct that includes the requirement for confidentiality.
X	Staff (employees and contractors) received training on privacy and confidentiality policies and practices.
X	Access to the PII/BII is restricted to authorized personnel only.
X	Access to the PII/BII is being monitored, tracked, or recorded. Explanation: Activity within the system is tracked by IP address and User ID. Standard IT best practices are in place to monitor access to system databases.
X	The information is secured in accordance with FISMA requirements. Provide date of most recent Assessment and Authorization (A&A): _____ ☒ This is a new system. The A&A date will be provided when the A&A package is approved.
X	The Federal Information Processing Standard (FIPS) 199 security impact category for this system is a moderate or higher.
X	NIST Special Publication (SP) 800-122 and NIST SP 800-53 Revision 4 Appendix J recommended security controls for protecting PII/BII are in place and functioning as intended; or have an approved Plan of Action and Milestones (POAM).
X	Contractors that have access to the system are subject to information security provisions in their contracts required by DOC policy.
	Contracts with customers establish ownership rights over data including PII/BII.
	Acceptance of liability for exposure of PII/BII is clearly defined in agreements with customers.
X	Other (specify): Administrators and supervisors of administrators with access to PII will be required to sign a "rules of behavior" document that dictates Standards of Acceptable System Use and Account Approval. These standards apply to all users of OHRM Information Technology (IT) resources and are intended to increase individual awareness and responsibility, and to ensure that all users utilize OHRM IT resources in an efficient, ethical, and lawful manner. Failure to abide by these rules may constitute grounds for termination of access privileges, administrative actions such as disciplinary actions, and/or criminal prosecution, if warranted. All users must read and acknowledge these standards to receive access to OHRM IT resources, including specific provisions outlined in the document.

8.2 Provide a general description of the technologies used to protect PII/BII on the IT system.

The system employs a FedRAMP Moderate control baseline to protect information contained within. HR data files transferred to CSOD will be done so via Secure File Transfer Protocol (SFTP). In addition, the files will be Pretty Good Privacy (PGP) encrypted.

Section 9: Privacy Act

9.1 Indicate whether a system of records is being created under the Privacy Act, 5 U.S.C. § 552a. *(A new system of records notice (SORN) is required if the system is not covered by an existing SORN).*

As per the Privacy Act of 1974, "the term 'system of records' means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual."

X	Yes, this system is covered by an existing system of records notice (SORN). Provide the SORN name and number *(list all that apply)*: General Personnel Records, OPM/GOVT-1
	Yes, a SORN has been submitted to the Department for approval on (date).
	No, a SORN is not being created.

Section 10: Retention of Information

10.1 Indicate whether these records are covered by an approved records control schedule and monitored for compliance. *(Check all that apply.)*

X	There is an approved record control schedule. Provide the name of the record control schedule: General Records Schedule (GRS) 29.a.1
	No, there is not an approved record control schedule. Provide the stage in which the project is in developing and submitting a records control schedule:
X	Yes, retention is monitored for compliance to the schedule.
	No, retention is not monitored for compliance to the schedule. Provide explanation:

10.2 Indicate the disposal method of the PII/BII. *(Check all that apply.)*

Disposal			
Shredding		Overwriting	X
Degaussing		Deleting	
Other (specify):			

Section 11: NIST Special Publication 800-122 PII Confidentiality Impact Levels

11.1 Indicate the potential impact that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed.

	Low – the loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.
X	Moderate – the loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.
	High – the loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.

11.2 Indicate which factors were used to determine the above PII confidentiality impact levels. *(Check all that apply.)*

X	Identifiability	Provide explanation: The system directly identifies all Department

		of Commerce employees and contractors (approximately 50,000) using names and email addresses.
X	Quantity of PII	Provide explanation: The information system directly identifies all Department of Commerce employees and contractors (approximately 50,000).
	Data Field Sensitivity	Provide explanation:
	Context of Use	Provide explanation:
X	Obligation to Protect Confidentiality	Provide explanation: PII must be protected per the Privacy Act.
	Access to and Location of PII	Provide explanation:
	Other:	Provide explanation:

Section 12: Analysis

12.1 Indicate whether the conduct of this PIA results in any required business process changes.

	Yes, the conduct of this PIA results in required business process changes. Explanation:
X	No, the conduct of this PIA does not result in any required business process changes.

12.2 Indicate whether the conduct of this PIA results in any required technology changes.

	Yes, the conduct of this PIA results in required technology changes. Explanation:
X	No, the conduct of this PIA does not result in any required technology changes.