

# National Capital Planning Commission General Support System Initial Privacy Assessment (IPA)

## Type of Project/Program:

☒ Information Technology    ☐ System    ☐ Other Project/Program

---

## 1. Provide a general description of the project and its purpose in non-technical terms.

NGSS is a general purpose, multi-user system used throughout NCPC providing a means of data transport for NCPC users. NGSS provides sensitive but unclassified network services including: local area network (LAN), file servers, application servers (for e-mail, web development, office automation [i.e. as electronic mail, word processing, spreadsheets, electronic forms, databases and specialized financial applications]), desktop workstations, portable devices and associated communications to support all personnel at NCPC with computing services.

## 2. Status of Project/Program

☐ This is a new development effort    ☒ This an existing project

**Date first developed:** More than 5 years ago

**Date last updated:** December 2012

## 3. Does the technology, system, or program collect, maintain, and/or share information in identifiable form?

The term *Personally Identifiable Information* (PII) refers to information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to a specific individual. (OMB Draft Memorandum for the Heads of Executive Departments and Agencies, Safeguarding Against and Responding to the Breach of Personally Identifiable Information)

☐ No.    The Assessment is complete. *Please send to your Privacy Act Officer.*  
☒ Yes.    Continue with this form.

## Does the technology, system, or program contain information from or about the public?

☐ No  
☒ Yes    (contains information from or about the public)

**Is the identifiable information strictly about Federal employees or its contractors?**

*OMB states that the legal and policy requirements addressing Federal agency computer security apply equally to Federal IT systems containing identifiable information about members of the public and to systems containing identifiable information solely about agency employees (or contractors). That is, as a practical matter, all systems containing information in identifiable form fall subject to the same technical, administrative and operational security controls. Although neither Section 208 of the E-Government Act, nor OMB's implementing guidance mandate agencies conduct PIAs on electronic systems containing information about Federal employees (including contractors), OMB encourages agencies to scrutinize their internal business processes and the handling of identifiable information about employees to the same extent they scrutinize processes and information handling procedures involving information collected from or about members of the public (Memorandum M-03-22, Section II.B.3.a.).*

- ☒ No Continue  
☐ Yes Identifiable information limited to federal employees and contractors of the agency does **NOT** require a Privacy Impact Assessment

**Provide a general description of the way the project could relate to an individual:**

NCPC encourages public participation in the monthly Commission meetings. The meetings are open to the public and individuals who would like to speak at meetings must register in advance.

NCPC also collects and transmits personnel information about Federal employees and its contractors.

**4. What information does this technology, system, or program collect, maintain, or share?**

Personnel information including employee and contractor name, address, phone number, and social security number are collected, stored, and transmitted using NGSS resources.

Individuals who would like to speak at a Commission meeting must register in advance and provide their name, address, telephone number, email address, company and/or professional affiliation. This information is saved in both hard copy and electronic format. The speaker list is maintained in a document saved on the NCPC network share drive.

Agency visitors must sign-in at the reception desk. The visitor log captures the guests' names and their affiliation. The hard copy visitor logs are scanned and saved on the NCPC network.

**5. Is there a Security Authorization record within the FISMA tracking system?**

- ☐ Do not know.  
☐ No.  
☒ Yes. List system identifier or parent: National Capital Planning Commission General Support System (NGSS)

**6. Provide the following information if a PIA has been conducted:**

PIA Title: NCPC General Support System (NGSS) Privacy Impact Assessment

Date: 08/19/2015

PIA posted on the web:

☒ No Date expected to post: \_\_\_\_\_

☐ Yes Date posted: \_\_\_\_\_

If a PIA has been completed, has there been any change to the system which impact on the previous privacy impact assessment?

TBD

**7. System of Records Notice Publication: (attach to this form)**

- ☐ No  
☒ Yes Title: Personnel/Payroll NCPC  
☐ Not required

**8. Attachments**

Attach any documents, screen captures, or sample reports that help to convey the information and its use in the system.

---

---

**Section to be completed by the Agency Privacy Act Officer**

**Date Reviewed:** August 18, 2016

**DESIGNATION: This system is designated:**

- ☒ A Privacy Sensitive System  
☐ Not a Privacy Sensitive System

**ADDITIONAL COMMENTS:**

A PTA was not prepared because NCPC's non-written assessment lead to the conclusion that a PIA was necessary. This document is being retroactively prepared to demonstrate compliance with Section 208 of the E-Government Act of 2002 (codified at 42 U.S.C § 3501) and OMB Guidance (OMB Memorandum 03-22, Attach A, §§H-B(a) and (b)).

**APPROVAL**

**Anne R. Schuyler**

**// Original Signed //**

**08/18/2016**

---

*Privacy Act Official Name*

---

*Signature*

---

*Date*