



## Privacy Impact Assessment (PIA)

**PIA Entry Name:** Government Retirement Benefits Assist

NASA Shared Services Center

**NASA Point of Contact:** Kevin Herrington

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### PURPOSE OF THE PRIVACY IMPACT ASSESSMENT

The National Aeronautics and Space Administration (NASA) Privacy Impact Assessment (PIA) documents and describes the personally identifiable information (PII) NASA collects and the purpose(s) for which it collects that information; how it uses the PII internally; whether it shares the PII with external entities, and the purposes for such sharing; whether individuals have the ability to consent to specific uses or sharing of PII and how to exercise any such consent; how individuals may obtain access to the PII; and how the PII will be protected. NASA publishes its PIAs, as well as its System of Records Notices (SORNs), on the NASA public-facing website, which describes NASA's activities that impact privacy, the authority for collecting personally identifiable information (PII), and the procedures to access and have PII amended or corrected if necessary.

**Reviewing Official:** Stayce Hoult, Chief Privacy Officer



**System Overview:**

GRB Platform is a web-based application that allows NASA Shared Services Center (NSSC) administrators/personnel (Federal Employees or Federal Benefits Specialists) to access systems via web browser via internet. The purpose of this system are retirement benefits administration as well as eventual 24/7 employee self-service.

Privacy / Authorities and Other Requirements	
List all legal authorities and/or agreements that permit the collection of privacy information by the project. Explain how these authorities permit the project and the collection of privacy information. If the project collects Social Security numbers, also identify the specific statutory authority allowing it.	Title 5 of the United States Code and processes and calculates retirement information in accordance with the provisions of 5 U.S.C. Chapters 83 and 84. Social Security numbers are collected and used in accordance with Executive Order 9397, as amended by Executive Order 13478.
The records in the system are covered by an existing published System of Records Notice (SORN).	Existing SORN applicable
The SORN Name and Number.	<a href="#">NASA 10NPPS: NASA Personnel and Payroll Systems</a>

Privacy Act of 1974 / Uses of the Information	
Records on individuals are or will be routinely retrieved from the system by using individual's name or other unique identifier (e.g., personal account number, UUPIC, SSN, etc. is used to locate information about an individual in the application/website/information system/paper record).	Yes

Paperwork Reduction Act / Characterization of the Information	
The record/application/website/information system collects information in a standard way (via forms, surveys, questionnaires, etc.) from 10 or more persons (e.g., members of the public and NASA contractors, and grantees).	No

Paperwork Reduction Act / Authorities and Other Requirements	
There is an OMB Control Number.	No
The OMB Control Number.	

Privacy / Characterization of the Information
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Information is collected on the following:	Government Employees
Collection contains the following:	Name Date of birth SSN Employment status and/or records Other number originated by a government that specifically identifies an individual Home mailing address Home Phone Number
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
Discuss the intra-Departmental sharing of information. Identify and list the name(s) of any components or directorates within the Department with which the information is shared.	Federal Pers and Payroll System (FPPS) operated by the Department of Interior

Privacy / Uses of the Information	
NASA will use the information in the following ways:	NASA uses this information to fill populate an Office of Personnel Management (OPM) Standard Form (SF-50). This form is utilized by OPM to track federal service, benefits, and beneficiaries.
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes

Consent / Notice	
Does the project provide individuals notice prior to the collection of information?	Yes
If no, explain why individuals are not notified prior to collection of information.	
If yes, describe how the notice provided for the collection of information is adequate to inform those impacted.	A link to the NASA Web policy is provided in the footer of the main page. Additionally during initial phase only HR representatives will upload data.
Do individuals have opportunities to decline to provide information, or opt out of the project?	Yes
If yes, describe the process. If this is not an option, explain why not.	If users do not the bare minimum of required information, than they are unable to use the GRB Assist Platform to track retirement benefits. N/A during initial phase
Do individuals have opportunities to consent to specific/targeted uses of their information?	No
If yes, describe the process. If this is not an option, explain why not	Individuals do not have the option to consent to specific uses of their information. Data is transferred and received on a need to know basis using GRB Assist Platform.

The IIF is collected	Mandatory
<b>There is a process in place for the following:</b>	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	Yes
Are individuals provided with notice that they have opportunities to consent to uses, decline to provide information, or opt out of the project?	No
If yes, describe the process. If no, explain why not.	The information is required for the processing of Human Resources information for NASA employees and/or beneficiaries.
Are individuals notified of the consequences of providing information?	No
If yes, describe the process. If no, explain why not.	Beneficiaries would not be able to track their Federal Service Retirement Benefits using the GRB Assist Platform

<b>Data Retention</b>	
Explain how long each type of information is retained. Include a justification for the retention period of each information type and how/why that period is necessary to the mission/project.	Records will be retained per NASA and Federal Government Records retention policies. The retention period will be determined by the response time of the beneficiaries.

<b>Information Sharing</b>	
Is information shared outside of the organization as part of the normal agency operations?	Yes
Identify who the information is shared with, how the information is accessed, and how it is to be used.	Federal Personnel and Payroll System (FPPS) operated by the Department of Interior
Describe how the external sharing noted in the previous question is compatible with the SORN noted in PIA-02.	The SORN referenced in PIA-02 is a General Federal Government SORN associated with the Office of Personnel Management (OPM). The Information in Identifiable Form (IIF) data used in DocuSign is associated with the Office of Personnel Management in that it is related to federal employees and their beneficiaries.

<b>Redress</b>	
What are the procedures that allow individuals to access their information?	All procedures that allow individuals to access their information are provided by the GRB Cloud Service Provider (GRB Assist Platform)
What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?	Individuals may correct inaccurate or erroneous information via the GRB Assist portal.

How does the project notify individuals about the procedures for correcting their information?	GRB Assist provides training for individuals who wish to utilize the GRB Assist platform.
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<b>Auditing and Accountability</b>	
How does the project ensure that the information is used in accordance with stated practices in this PIA?	Only the user and case worker will have access to the documents. Technical controls in the form of user or group rights limit access to the information.
Describe what privacy training is provided to users either generally or specifically relevant to the project.	The annual cybersecurity training mandated by NASA and Federal government policies.
What procedures are in place to determine which users may access the information and how does the project determine who has access?	Only current or former federal employees can register to use Multi Factor Authentication. Without the required proof of federal service, access to GRB Platform's retirement and federal service portals will be unavailable. During this initial phase N/A
How does the project review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within the department and outside?	Sharing agreements or Memorandum of Understandings (MOU)s would be documented accordingly and approved by the Authorizing Official (AO).

<b>Security Controls / Characterization of the Information</b>	
Monitor and Response to privacy and/or security incidents policies.	Yes

<b>Security Controls / Auditing and Accountability</b>	
Technical controls (safeguards) are in place to minimize the possibility of unauthorized access, use, or dissemination of the IIF in the application/ website/ information system/ cloud system.	Yes
Access controls.	Yes

<b>Information Sharing Practices / Characterization of Information</b>	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites).	Yes
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	Yes

<b>Accessibility, Redress, Complaints / Characterization of the Information</b>
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There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes
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<b>Web Measurement and Customizing Technology / Characterization of the Information</b>	
The Application/Website/Information System Utilizes Web Measurement and Customization Technology (Cookies/Persistent Tracking).	Yes

**Agency Privacy Manager (APM):**

Guerin, Michael D

HARRIS HOULT, STAYCE D

Hill, Debra A

Kostka, Paul A

Midulla, Laura P

Montasser, Ali S

Scholz, Matthew C

**APM Review Decision:** Concur

**APM Review Date:** 02/21/2024

**Chief Privacy Officer (CPO):**

HARRIS HOULT, STAYCE D

**CPO Review Decision:** Concur

**CPO Review Date:** 02/22/2024

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CPO Digital Signature

**NASA Senior Agency Information Security Officer (SAISO):**

Witt, Michael

**SAISO Review Decision:** Concur

**SAISO Review Date:** 02/22/2024

**NASA Senior Agency Official for Privacy (SAOP):**

SEATON, JEFFREY M

**SAOP Review Decision:** Approve

**SAOP Review Date:** 03/07/2024