



Privacy Impact Assessment (PIA)

PIA Entry Name: Incident Crime Information System (TA57)

Spaceport Integration and Services

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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:

The Security Records Management System is a COTS product (ICIS - Incident Crime Information System) purchased from Public Safety Systems Incorporated (PSSI). The application provides a comprehensive data collection/retrieval system supporting all phases of incident tracking, to include traffic citations and incident reporting including traffic accidents. The information included in ICIS is comprehensive data being collected and retrieved and does include Personally Identifiable Information (PII). The PII collected in aggregate is considered sensitive due to potential embarrassment or harm.

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.	41 CFR part 102-5.15 through 102-5.25 (HOME-TO-WORK TRANSPORTATION) NASA collects information on traffic citations, traffic accidents, and criminal events such as stolen property or destruction of government property. NASA will use traffic citation data to accumulate points and possibly suspend an employee's or individual's driving privileges. Traffic accident and criminal investigation data is collected for insurance purposes and also to document the event for possible litigation between parties.
The records in the system are covered by an existing published System of Records Notice (SORN).	Existing SORN applicable
The SORN Name and Number.	NASA 10SECR (Security Record System)

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).	Yes

Paperwork Reduction Act / Authorities and Other Requirements	
There is an OMB Control Number.	Yes
The OMB Control Number.	Per NASA Information, Data, & Analytics Services (IDAS) (<i>Bill Edwards-Bodmer</i>), this form does not require Paperwork Reduction Act (PRA) clearance and an OMB number. The form is part of routine job duties and the nature and purpose of the information collected does not fall under the PRA.

Privacy / Characterization of the Information	
Information is collected on the following:	NASA Contractors Government Employees Members of the public (excluding contractors and partners) Business Partners/Contracts, Grantees (including, but not limited to federal, state, local agencies) Contractors/Vendors/Suppliers
Collection contains the following:	Name Date of birth Vehicle identifier (license plate) Employment status and/or records Driver's license number Work phone number Work cell phone number Home mailing address Medical notes Photograph Video Work 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.	Not applicable.

Privacy / Uses of the Information	
NASA will use the information in the following ways:	NASA collects information on traffic citations, traffic accidents, and criminal events such as stolen property or destruction of government property. NASA will use traffic citation data to accumulate points and possibly suspend an employee's or individual's driving privileges.
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.	The Privacy Act notice is attached to the traffic violation citation
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.	The individual is verbally provided notice regarding consequences of refusal to provide information.
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	Not Applicable
The IIF is collected	Voluntary
There is a process in place for the following:	
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?	Yes
If yes, describe the process. If no, explain why not.	The individual is verbally provided notice regarding consequences of refusal to provide information.
Are individuals notified of the consequences of providing information?	Yes
If yes, describe the process. If no, explain why not.	Due to this being for traffic violations, the individual is verbally provided notice regarding consequences of refusal to provide information, additionally consequences regarding failure to provide requested information is indicated in the Privacy Act Notice (PAN) attached to the ticket.

Data Retention	
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.	NRRS 1/97.5.A, B, C, & D

Information Sharing	
Is information shared outside of the organization as part of the normal agency operations?	No
Identify who the information is shared with, how the information is accessed, and how it is to be used.	
Describe how the external sharing noted in the previous question is compatible with the SORN noted in PIA-02.	

Redress	
What are the procedures that allow individuals to access their information?	Individuals may access and amend their information as instructed in the Privacy Act Subpart 1212.2—Requests for Access to Records § 1212.200 Procedures for requesting records subject to the Privacy Act.
What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?	Individuals may access and amend their information as instructed in the Privacy Act Subpart 1212.2—Requests for Access to Records § 1212.200 Procedures for requesting records subject to the Privacy Act.
How does the project notify individuals about the procedures for correcting their information?	Individuals may access and amend their information as instructed in the Privacy Act Subpart 1212.2—Requests for Access to Records § 1212.200 Procedures for requesting records subject to the Privacy Act.

Auditing and Accountability	
How does the project ensure that the information is used in accordance with stated practices in this PIA?	Annual review of the application.
Describe what privacy training is provided to users either generally or specifically relevant to the project.	annual NASA cybersecurity training.
What procedures are in place to determine which users may access the information and how does the project determine who has access?	Individuals (i.e. administrators, etc.) are determined via job responsibilities. Further, NASA Access Management System (NAMS) workflows for the operators updating the database information.
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?	Annual review of the data, any Memorandums of Understanding/Information Technology Service Agreement (MOUs/ITSAs), etc if they are required.

Security Controls / Characterization of the Information

Monitor and Response to privacy and/or security incidents policies.	Yes
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Security Controls / Auditing and Accountability

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

Information Sharing Practices / Characterization of Information

The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites).	No
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	No

Accessibility, Redress, Complaints / Characterization of the Information

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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Web Measurement and Customizing Technology / Characterization of the Information

The Application/Website/Information System Utilizes Web Measurement and Customization Technology (Cookies/Persistent Tracking).	Yes
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Agency Privacy Manager (APM):

Guerin, Michael D
HARRIS HOULT, STAYCE D
Kostka, Paul A
Midulla, Laura P
Montasser, Ali S
Scholz, Matthew C

APM Review Decision: Concur

APM Review Date: 07/19/2023

Chief Privacy Officer (CPO):

HARRIS HOULT, STAYCE D

CPO Review Decision: Concur

CPO Review Date: 08/11/2023

CPO Digital Signature

NASA Senior Agency Information Security Officer (SAISO):

Witt, Michael

SAISO Review Decision: Concur

SAISO Review Date: 08/11/2023

NASA Senior Agency Official for Privacy (SAOP):

SEATON, JEFFREY M

SAOP Review Decision: Approve

SAOP Review Date: 02/14/2024