



Privacy Impact Assessment (PIA)

PIA Entry Name: NASA Employee and Labor Relations Database

Mission Support Office

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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:

This Agency wide application provides the Employee and Labor Relations communities the ability to mitigate the existing security risk and antiquated task of managing cases using spreadsheets, paper files, etc. In addition, the application will provide a standard approach for case lifecycle management, Cross Center access to case management capabilities for those with a need to know, a secure repository for current and historical case data, and functionality to generate a variety of reports for responding to internal and external data calls.

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.	5 U.S. Code CHAPTER 75—ADVERSE ACTIONS 5 U.S. Code CHAPTER 71—LABOR-MANAGEMENT RELATIONS
The records in the system are covered by an existing published System of Records Notice (SORN).	Existing SORN applicable
The SORN Name and Number.	OPM/GOVT-3, NASA 10SPER

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

Information is collected on the following:	Government Employees
Collection contains the following:	Name Other PII not listed above UUPIC
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.	A report reflecting case load data may be shared with center leadership. This report does not contain PII.

Privacy / Uses of the Information	
NASA will use the information in the following ways:	Tracking and record retention and case management.
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?	No
If no, explain why individuals are not notified prior to collection of information.	The information is already readily available to Human Resources (HR) and supervisors for routine use for administrative actions.
If yes, describe how the notice provided for the collection of information is adequate to inform those impacted.	During the individual interviews, HR notifies them that their interview statements are being documented.
Do individuals have opportunities to decline to provide information, or opt out of the project?	No
If yes, describe the process. If this is not an option, explain why not.	An employee cannot decline to provide information already available to HR and supervisors.
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	Employee statements may be provided as part of the administrative investigation.
The IIF is collected	Mandatory
There is a process in place for the following:	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	No
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 used as part of administrative investigation and as potential disciplinary action or for grievance proceedings.
Are individuals notified of the consequences of providing information?	No
If yes, describe the process. If no, explain why not.	the information is used as part of administrative investigation and as potential disciplinary action or for grievance proceedings.

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.	Retention scheduled is documented in NASA Records Retention Schedule code: 3/054.A-C in accordance with records retention schedules. 5 years after case is closed for grievance, disciplinary, adverse actions; 7 years after case is closed for Appeals records.

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?	Procedures for requests for information may be found in Federal statute and applicable collective bargaining agreements.
What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?	If the employee believes the information is inaccurate, they can provide HR with whatever information they believe to be accurate.
How does the project notify individuals about the procedures for correcting their information?	Individuals are not notified to correct their data. If they see that something is inaccurate from a case file, they will tell HR.

Auditing and Accountability	
How does the project ensure that the information is used in accordance with stated practices in this PIA?	System access is restricted to those in HR who require access. HR is reminded annually about maintaining confidentiality.

Describe what privacy training is provided to users either generally or specifically relevant to the project.	The annual Cybersecurity and Privacy Awareness Training covers proper handling of sensitive PII data. Confidentiality expectations in HR.
What procedures are in place to determine which users may access the information and how does the project determine who has access?	HR personnel obtain access from their role (what type of work they are doing). Agency program managers for employee and labor relations determine access. There is a NASA Account Management System (NAMS) process in place to request account permissions (by role) which is approved by the program manager. NAMS workflow ID 232062
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?	Access is only given to HR employees who's role requires access. There is a NAMS process in place to request account permissions (by role) which is approved by the program manager. NAMS workflow ID 232062

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).	Yes
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.	No
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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).	No

Agency Privacy Manager (APM):

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APM Review Decision: Concur

APM Review Date: 02/06/2021

Chief Privacy Officer (CPO):

HARRIS HOULT, STAYCE D

CPO Review Decision: Concur

CPO Review Date: 02/24/2025

CPO Digital Signature

NASA Senior Agency Information Security Officer (SAISO):

Witt, Michael

SAISO Review Decision: Concur

SAISO Review Date: 03/14/2025

NASA Senior Agency Official for Privacy (SAOP):

SEATON, JEFFREY M

SAOP Review Decision: Approve

SAOP Review Date: 04/08/2025