



U.S. Department of the Interior PRIVACY IMPACT ASSESSMENT

Introduction

The Department of the Interior requires PIAs to be conducted and maintained on all IT systems whether already in existence, in development or undergoing modification in order to adequately evaluate privacy risks, ensure the protection of privacy information, and consider privacy implications throughout the information system development life cycle. This PIA form may not be modified and must be completed electronically; hand-written submissions will not be accepted. See the [DOI PIA Guide](#) for additional guidance on conducting a PIA or meeting the requirements of the E-Government Act of 2002. See Section 6.0 of the DOI PIA Guide for specific guidance on answering the questions in this form.

NOTE: See Section 7.0 of the DOI PIA Guide for guidance on using the DOI Adapted PIA template to assess third-party websites or applications.

Name of Project: Current and Future Landsat User Requirements

Date: April 12, 2017

Bureau/Office: U.S. Geological Survey/Fort Collins Science Center

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Point of Contact

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Section 1. General System Information

A. Is a full PIA required?

- Yes, information is collected from or maintained on
 - Members of the general public
 - Federal personnel and/or Federal contractors
 - Volunteers



All

No: *Information is NOT collected, maintained, or used that is identifiable to the individual in this system. Only sections 1 and 5 of this form are required to be completed.*

B. What is the purpose of the system?

The purpose of the system is to store data, which will be collected from an online survey of members of the general public and the Federal government in the United States and internationally who use Landsat satellite imagery in their work. The online survey will be conducted by the Social and Economic Analysis Branch, Fort Collins Science Center, U.S. Geological Survey (USGS). The survey will focus on the current and future requirements of these users in regards to the features of Landsat satellite imagery. It will assess the current uses of Landsat imagery, desired attributes and characteristics of the imagery, and benefits associated with imagery use. It is being conducted to inform the development of the next generation of Landsat satellites, as well as improve the provision of Landsat imagery now and in the future.

The USGS Land and Remote Sensing Program under the Climate and Land Use Change mission area is funding this effort as it helps to fulfill their goal “to provide the Federal Government and the public with a primary source of remotely sensed data and applications and to be a leader in defining the future of land remote sensing, nationally and internationally.” The results of this survey will provide user requirements necessary to improve the provision of imagery and develop future satellites that meet a broad range of user needs.

C. What is the legal authority?

The Land Remote Sensing Policy Act of 1992 (15 U.S.C. 5652) stresses the importance of the Landsat system and provides guidance on management of the system and continuity of Landsat data. According to this Act, the USGS is responsible for “...ensuring that the operation of the Landsat system is responsive to the broad interests of the civilian, national security, commercial, and foreign users of the Landsat system...” In addition, the Government Performance and Results Act (GPRA; Pub.L. 103-62) requires that all agencies establish performance indicators and provide annual reports on program performance based on those indicators. For the USGS, program goals include “ensur[ing] the quality and relevance of science products to partners and customers” and meeting critical milestones with regard to the development of Landsat satellites. Information collected by this survey will help fulfill the requirements of these acts.

D. Why is this PIA being completed or modified?

- New Information System
- New Electronic Collection
- Existing Information System under Periodic Review
- Merging of Systems



- Significantly Modified Information System
- Conversion from Paper to Electronic Records
- Retiring or Decommissioning a System
- Other: *Describe*

E. Is this information system registered in CSAM?

- Yes: *Enter the UII Code and the System Security Plan (SSP) Name*

010-000001013 System Security Plan for Science & Support Systems

- No

F. List all minor applications or subsystems that are hosted on this system and covered under this privacy impact assessment.

Subsystem Name	Purpose	Contains PII (Yes/No)	Describe <i>If Yes, provide a description.</i>
None			

G. Does this information system or electronic collection require a published Privacy Act System of Records Notice (SORN)?

- Yes: *List Privacy Act SORN Identifier(s)*

Censuses, Household Surveys, and Opinion Polls – Interior, GS-29 (Pending)

- No

H. Does this information system or electronic collection require an OMB Control Number?

- Yes: *Describe*

OMB clearance for this survey is currently being pursued.

- No

Section 2. Summary of System Data

A. What PII will be collected? Indicate all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Credit Card Number |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Education Information |
| <input type="checkbox"/> Birth Date | <input type="checkbox"/> Emergency Contact |
| <input type="checkbox"/> Group Affiliation | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Race/Ethnicity |
| <input type="checkbox"/> Biometrics | <input type="checkbox"/> Social Security Number (SSN) |
| <input type="checkbox"/> Other Names Used | <input type="checkbox"/> Personal Cell Telephone Number |
| <input type="checkbox"/> Truncated SSN | <input type="checkbox"/> Tribal or Other ID Number |
| <input type="checkbox"/> Legal Status | <input checked="" type="checkbox"/> Personal Email Address |
| <input type="checkbox"/> Place of Birth | <input type="checkbox"/> Mother's Maiden Name |
| <input type="checkbox"/> Religious Preference | <input type="checkbox"/> Home Telephone Number |
| <input type="checkbox"/> Security Clearance | <input type="checkbox"/> Child or Dependent Information |
| <input type="checkbox"/> Spouse Information | <input type="checkbox"/> Employment Information |
| <input type="checkbox"/> Financial Information | <input type="checkbox"/> Military Status/Service |
| <input type="checkbox"/> Medical Information | <input type="checkbox"/> Mailing/Home Address |
| <input type="checkbox"/> Disability Information | |
| <input type="checkbox"/> Other: <i>Specify the PII collected.</i> | |

B. What is the source for the PII collected? Indicate all that apply.

- Individual
- Federal agency
- Tribal agency
- Local agency
- DOI records
- Third party source
- State agency
- Other: *Describe*

C. How will the information be collected? Indicate all that apply.

- Paper Format
- Email
- Face-to-Face Contact
- Web site
- Fax
- Telephone Interview
- Information Shared Between Systems
- Other: *Describe*

D. What is the intended use of the PII collected?

A list of email addresses of Landsat users registered with the USGS will be obtained from the USGS Earth Resources Observation and Science (EROS) Center. The email addresses will be uploaded to a third-party online survey software that will be used to send invitations to



participate in the survey. The online survey software will meet all USGS and Department of the Interior (DOI) requirements for security. To protect the confidentiality and privacy of survey respondents, email addresses will not be used for any other purposes than sending links to the survey. Email addresses will not be associated with the data collected on the survey, and all analyses will be conducted using aggregated data. At no time will any analysis be conducted on data from a single individual. While data collection are ongoing, any files containing email addresses will be password-protected, housed on secure USGS or online survey software company servers, and only accessible to the research team. Once data collection has concluded, all email addresses will be deleted from all locations. No personally identifiable information (PII) will be collected on the survey itself.

E. With whom will the PII be shared, both within DOI and outside DOI? Indicate all that apply.

Within the Bureau/Office: *Describe the bureau/office and how the data will be used.*

The Social and Economic Analysis Branch, Fort Collins Science Center, U.S. Geological Survey, leads projects that integrate social, behavioral, economic, and natural science in the context of human–natural resource interactions. Our research provides scientific understanding and support for the management and conservation of our natural resources in support of multiple agency missions. The research team for this survey is contained within the Social and Economic Analysis Branch, and the data will not be shared outside of the branch except when reported in aggregate in reports. Email addresses will be uploaded and data will be collected using a third-party online survey software; however, the survey software company will not be able to access the email addresses or the data without permissions granted by the research team.

Other Bureaus/Offices: *Describe the bureau/office and how the data will be used.*

Other Federal Agencies: *Describe the federal agency and how the data will be used.*

Tribal, State or Local Agencies: *Describe the Tribal, state or local agencies and how the data will be used.*

Contractor: *Describe the contractor and how the data will be used.*

Other Third Party Sources: *Describe the third party source and how the data will be used.*



F. Do individuals have the opportunity to decline to provide information or to consent to the specific uses of their PII?

- Yes: *Describe the method by which individuals can decline to provide information or how individuals consent to specific uses.*

All responses to the survey are voluntary. No individuals are required to answer the questions. Each email will clearly state there is no requirement to respond to the survey, as well as the purpose of the data collection. In addition, the survey itself will have a statement on it with the same information. There will also be contact information in the emails and on the survey, which individuals can use to request they be removed from the mailing list. All the data will be used in the same way; there are no specific uses beyond informing the current provision and future development of Landsat imagery.

- No: *State the reason why individuals cannot object or why individuals cannot give or withhold their consent.*

G. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- Privacy Act Statement: *Describe each applicable format.*

In the contact email and on every survey, we will include this statement:

Privacy Act Statement

AUTHORITY: Land Remote Sensing Policy Act of 1992 (15 U.S.C. 5652)

PRINCIPAL PURPOSE: The survey will assess the current and future needs of Landsat imagery users as those needs relate to the use of Landsat imagery in their work. The information collected in this survey will be used to improve the provision of Landsat imagery and contribute to the development of future Landsat satellites.

ROUTINE USE: No PII will be collected in this survey.

DISCLOSURE IS VOLUNTARY: All responses to the survey are voluntary. No individuals are required to answer the questions.

- Privacy Notice: *Describe each applicable format.*

- Other: *Describe each applicable format.*



None

H. How will the data be retrieved? List the identifiers that will be used to retrieve information (e.g., name, case number, etc.).

Data will be retrieved from the system manually through aggregate analyses run in SPSS, a statistical program. Each set of an individual's responses to the survey will be identified by an identification (ID) number (not by PII), but there will be no retrieval of individual data, only data in aggregate.

I. Will reports be produced on individuals?

Yes: *What will be the use of these reports? Who will have access to them?*

No

Section 3. Attributes of System Data

A. How will data collected from sources other than DOI records be verified for accuracy?

Since this survey will be confidential, no email addresses or other PII will be associated with the data. As such, verifying individual data for accuracy and reliability cannot (and should not) be done if confidentiality is to be maintained. However, all data will be examined and obviously incorrect data will be omitted from the subsequent analyses.

B. How will data be checked for completeness?

All data will be quality controlled by project researchers who will look at each record to check for completeness.

C. What procedures are taken to ensure the data is current? Identify the process or name the document (e.g., data models).

The data will be collected only once and is only intended to be representative for that point in time. The month and year the data are collected will be clear in all file names. Reporting on the results of the data will take place within a year's time of the collection of the data, and further reporting will not be needed. The data are not connected to other data through a warehouse or other system, so how current the data are will not affect other data.

D. What are the retention periods for data in the system? Identify the associated records retention schedule for the records in this system.



Under the USGS General Records Disposition Schedule 101-02, the retention period for these data is seven years or when superseded, obsolete, or no longer needed, whichever is later.

E. What are the procedures for disposition of the data at the end of the retention period? Where are the procedures documented?

Because this is research data, at the end of the retention period, all electronic files containing data from the survey will remain stored on secure USGS or online survey software company servers as reference materials until no longer needed by the researchers. All other electronic files will be deleted.

F. Briefly describe privacy risks and how information handling practices at each stage of the “information lifecycle” (i.e., collection, use, retention, processing, disclosure and destruction) affect individual privacy.

During collection, tracking survey completions is necessary when following standard survey protocols, since individuals are sent multiple emails to give them ample opportunity to complete the survey if they wish. If an individual has already completed the survey or requests to be taken off the mailing list, no further emails are sent to them. The online survey software automatically tracks completions and removes the email addresses associated with completed surveys from the mailing list. Additionally, project researchers will manually remove email addresses from the list in response to requests for removal. Once the data from the completed surveys is downloaded from the online survey software, the email addresses are removed and all data, including email addresses, on the online survey software is deleted. Any electronic files containing PII will be password-protected and stored on USGS secure servers.

During use, only members of the USGS research team will have access to the files and will be conducting analyses on the data.

During retention, all electronic files will be password-protected and stored on USGS secure servers.

Additional processing beyond the analyses of the data will not be done.

During disclosure, the data will only be presented in summaries as results of the analyses done by the research team. A USGS report and journal articles are planned to report the results of the survey outside of the Department. There are no risks associated with this reporting as no individual PII will be included. In the event of a Freedom of Information Act request for the original data, email addresses of the survey respondents could not be included in any FOIA request since they will have already been deleted.



During destruction, all electronic files (copies of files or working files) which are not final versions of the data set or reporting out will be deleted. All other electronic files will remain password-protected, stored on USGS or online survey software company secure servers, and only accessible to the USGS research team.

Section 4. PIA Risk Review

A. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

Yes: *Explanation*

The system is designed solely to house the data collected on the survey, and the purpose of collecting the data is to inform the current provision of Landsat imagery and future development of Landsat satellites. Through this data collection, the USGS Land and Remote Sensing Program under the Climate and Land Use Change mission area is fulfilling their goal “to provide the Federal Government and the public with a primary source of remotely sensed data and applications and to be a leader in defining the future of land remote sensing, nationally and internationally.” The results of this survey will provide user requirements necessary to improve the provision of imagery and develop future satellites that meet a broad range of user needs.

No

B. Does this system or electronic collection derive new data or create previously unavailable data about an individual through data aggregation?

Yes: *Explain what risks are introduced by this data aggregation and how these risks will be mitigated.*

No

C. Will the new data be placed in the individual’s record?

Yes: *Explanation*

No

D. Can the system make determinations about individuals that would not be possible without the new data?

Yes: *Explanation*



No

E. How will the new data be verified for relevance and accuracy?

No new derived data will be created.

F. Are the data or the processes being consolidated?

Yes, data is being consolidated. *Describe the controls that are in place to protect the data from unauthorized access or use.*

Yes, processes are being consolidated. *Describe the controls that are in place to protect the data from unauthorized access or use.*

No, data or processes are not being consolidated.

G. Who will have access to data in the system or electronic collection? Indicate all that apply.

Users

Contractors

Developers

System Administrator

Other: *Describe*

H. How is user access to data determined? Will users have access to all data or will access be restricted?

All access to the data will be restricted to the USGS research team, a group of two to three users. The research team will be analyzing the survey data as needed. Only the research project leader will have access to any files that contain email addresses; the other researchers will have access to only the data collected on the survey.

The local system administrator at the Fort Collins Science Center would have access to any files on USGS servers that are not password-protected, but all files including PII will be password-protected.

I. Are contractors involved with the design and/or development of the system, or will they be involved with the maintenance of the system?

Yes. *Were Privacy Act contract clauses included in their contracts and other regulatory measures addressed?*

No



J. Is the system using technologies in ways that the DOI has not previously employed (e.g., monitoring software, SmartCards or Caller ID)?

Yes. *Explanation*

No

K. Will this system provide the capability to identify, locate and monitor individuals?

Yes. *Explanation*

Both the USGS and online survey software systems have the ability to identify and monitor an individual's actions in a system through server logs, which record log on attempts, user names, files accessed, dates and times of access, and success or failure of actions taken. For example, if an individual attempts to access a password-protected file on a USGS server and fails, that action is logged.

No

L. What kinds of information are collected as a function of the monitoring of individuals?

Log on attempts, user names, files accessed, dates and times of access, and success or failing of actions taken are all collected.

M. What controls will be used to prevent unauthorized monitoring?

Business rules, internal instructions, Privacy Act Warning notices, audit logs, and least privileges are all in place on USGS systems. For example, all users see a banner when they log in consenting to monitoring and warning of unauthorized access. Users also do not have administrative privileges, though the system administrator does. Additionally, as described previously, server logs are kept but are only accessible by the system administrator.

The online survey software company will also have audit logs and least privileges in place. Only USGS researchers will be able to access the email addresses and data collected on the survey; USGS researchers must give electronic permission for employees of the software company to be able to access the data. This is not anticipated to be necessary at any time.

N. How will the PII be secured?

(1) Physical Controls. Indicate all that apply.

Security Guards



- Key Guards
- Locked File Cabinets
- Secured Facility
- Closed Circuit Television
- Cipher Locks
- Identification Badges
- Safes
- Combination Locks
- Locked Offices
- Other. *Describe*

(2) Technical Controls. Indicate all that apply.

- Password
- Firewall
- Encryption
- User Identification
- Biometrics
- Intrusion Detection System (IDS)
- Virtual Private Network (VPN)
- Public Key Infrastructure (PKI) Certificates
- Personal Identity Verification (PIV) Card
- Other. *Describe*

(3) Administrative Controls. Indicate all that apply.

- Periodic Security Audits
- Backups Secured Off-site
- Rules of Behavior
- Role-Based Training
- Regular Monitoring of Users' Security Practices
- Methods to Ensure Only Authorized Personnel Have Access to PII
- Encryption of Backups Containing Sensitive Data
- Mandatory Security, Privacy and Records Management Training
- Other. *Describe*

O. Who will be responsible for protecting the privacy rights of the public and employees? This includes officials responsible for addressing Privacy Act complaints and requests for redress or amendment of records.

Holly Miller, the project leader and system owner, will be responsible for protecting the privacy rights of the public. The USGS Privacy Act Officer will be responsible for addressing complaints and requests for redress of amendment of records according to the processes outlined



in the USGS Guide for Handling Privacy Act Records. Privacy complaints and requests for redress or amendment of records should be addressed to:

USGS Privacy Officer
Mail Stop 159, National Center
Reston, VA 20192,

or emailed to: privacy@usgs.gov.

P. Who is responsible for assuring proper use of the data and for reporting the loss, compromise, unauthorized disclosure, or unauthorized access of privacy protected information?

Holly Miller, one of the project leaders and system owner, will be responsible for assuring proper use of the data and for reporting the loss, compromise, unauthorized disclosure, or unauthorized access of privacy-protected information to the USGS Computer Security Incident Response Team, preferably by the assigned Security Point of Contact, within one hour of discovery in accordance with Federal policy and established procedures.