

**Department of the Interior**  
**Privacy Impact Assessment**

September 12, 2008

**Name of Project:** Qwest GSS  
**Bureau:** National Business Center  
**Project's Unique ID:** 010-00-02-00-03-2050-00

**A. CONTACT INFORMATION:**

- 1) **Who is the Bureau/Office Privacy Act Officer who reviewed this document?** (Name, organization, and contact information)

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**B. SYSTEM APPLICATION/GENERAL INFORMATION:**

- 1) **Does this system contain any information about individuals?**

The Qwest GSS does not contain any personally identifiable information (PII); however, two of the applications that the GSS hosts do contain PII:

- The GovPay application allows authorized vendors to submit electronic invoices to Federal agencies. Vendors as well as agency users must have a user profile, which contains their name, telephone number, and email address. In the case of small business vendors, this may be their personal telephone numbers and email addresses. Since GovPay is considered a major application, its PII is described in a separate PIA, the *GovPay MA Privacy Impact Assessment*.
- The Interior Department Electronic Acquisition System (IDEAS)-Procurement Desktop (PD) application contains information about individuals within government vendor data. IDEAS-PD contains large, small, and sole proprietorship business information that identifies the name of the company and the company's Tax Identification Number (TIN) issued by the Internal Revenue Service (IRS). Some small businesses choose to use their personal names as their business name and their Social Security Number (SSN) as their TIN. Since IDEAS-PD is considered a minor application hosted by the Qwest GSS, its PII is included in this PIA.

- a. **Is this information identifiable to the individual<sup>1</sup>?**

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<sup>1</sup> "Identifiable Form" - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification.

- Qwest GSS – No
- GovPay Major Application – Yes; refer to the *GovPay MA Privacy Impact Assessment*.
- Business Information System (BIS) Minor Application – No
- GovWorks.gov Minor Application – No
- IDEAS PD Minor Application – Yes; although not required by law, some businesses choose to use their personal names as their company name and their social security number (SSN) as their company's TIN.

**b. Is the information about individual members of the public?**

- Qwest GSS – No
- GovPay Major Application – Yes; refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – No
- GovWorks.gov Minor Application – No
- IDEAS PD Minor Application – Yes; although not required by law, some businesses choose to use their personal names as their company name and their social security number (SSN) as their company's TIN.

**c. Is the information about employees?**

- Qwest GSS – No
- GovPay Major Application – Yes; refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – No
- GovWorks.gov Minor Application – No
- IDEAS-PD Minor Application – No

**2) What is the purpose of the system/application?**

The Qwest GSS provides general infrastructure support for several business applications used by a variety of NBC/AQD customers. Qwest is a third-party hosting company contracted by AQD to host and provide physical security for the servers as well as basic network support. Currently, the Qwest GSS hosts the major application called GovPay, as well the following minor applications: BIS, GovWorks.gov, and IDEAS-PD.

**2a) What Minor Applications are hosted by this system?**

MINOR APPLICATION NAME	DATA TYPES
BIS	Record Retention
GovWorks.gov	Product Outreach
IDEAS-PD	Goods Acquisition, Service Acquisition

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(These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

**3) What legal authority authorizes the purchase or development of this system/application?**

The Paperwork Reduction Act of 1995 (Public Law 104-13) requires federal agencies to minimize the paperwork burden for individuals, small businesses, educational and nonprofit institutions, Federal contractors, State, local and tribal governments, and other persons resulting from the collection of information.

The E-Government Act of 2002 (Public Law 107-347) requires federal agencies to develop and promote electronic government processes.

The President's Management Agenda to expand e-Government authorized the purchase of IDEAS-PD to automate the procurement process.

**C. DATA IN THE SYSTEM:**

**1) What categories of individuals are covered in the system?**

- Qwest GSS – Businesses doing business with the Government.
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – Businesses doing business with the Government.
- GovWorks.gov Minor Application – Businesses doing business with the Government
- IDEAS PD Minor Application – Vendors doing business with the Government.

**2) What are the sources of the information in the system?**

**a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?**

- Qwest GSS – The businesses themselves.
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – The businesses themselves.
- GovWorks.gov Minor Application – The businesses themselves.
- IDEAS PD Minor Application – The source of individual information in IDEAS-PD is the vendor himself and is confirmed by comparing it to GSA's Central Contracting Registry (CCR). Vendors who wish to do business with the Federal Government are required to register in CCR. Vendors can voluntarily submit their information to individual agency users of IDEAS-PD.

**b. What Federal agencies are providing data for use in the system?**

- Qwest GSS – N/A
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – N/A

**c. What Tribal, State and local agencies are providing data for use in the system?**

- Qwest GSS – N/A

- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – N/A

**d. From what other third party sources will data be collected?**

N/A.

**e. What information will be collected from the employee and the public?**

- Qwest GSS – N/A
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – N/A

**D. ATTRIBUTES OF THE DATA:**

**1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?**

- Qwest GSS – Yes. The system exists to promote necessary financial operations with businesses.
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – Yes. The system exists to promote necessary financial operations with businesses.
- GovWorks.gov Minor Application – Yes. The system exists to promote necessary financial operations with businesses.
- IDEAS PD Minor Application – Yes, the use of the data is both relevant and necessary for the purpose of IDEAS-PD. The awards of federal contracts are only authorized by CCR registered vendors. If the vendor is not registered in CCR, IDEAS-PD will not allow an award to be processed.

**2) Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?**

- Qwest GSS – N/A
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – No, IDEAS-PD is neither designed to collect individual information nor to aggregate this information.

**3) Will the new data be placed in the individual's record?**

- Qwest GSS – N/A
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – N/A

**4) Can the system make determinations about employees/public that would not be possible without the new data?**

- Qwest GSS – N/A
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – No, IDEAS-PD is not used to make determinations about employees. IDEAS-PD validates the vendor data against CCR to ensure the eligibility of a vendor to do business with the Federal Government.

**5) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)**

- Qwest GSS – N/A
- GovPay Major Application – Refer to the *GovPay MA Privacy Impact Assessment*.
- BIS Minor Application – N/A
- GovWorks.gov Minor Application – N/A
- IDEAS PD Minor Application – IDEAS-PD contains information about individuals within government vendor data obtained from the vendors themselves. Vendors must enter this data in order to use IDEAS-PD. It is the same data that is in CCR, the federally mandated electronic vendor registry owned by GSA. Only vendors registered in CCR can conduct business with the Federal Government, per the FAC-C 2001-16, FAR Case 2002-18 and FAR Final Rule, October 01, 2003.