



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: Handshake Platform

Bureau/Office: Bureau of Safety and Environmental Enforcement (BSEE)

Date: June 5, 2025

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

B. What is the purpose of the system?

The BSEE Handshake platform integration was officially decommissioned as of April 5, 2025.

Handshake was a third-party, cloud-based career services platform used by BSEE to support outreach and recruitment, particularly for hard-to-fill and mission-critical positions. It enabled engagement with students, alumni, university partners, and career centers to promote BSEE career. BSEE users did not collect or store Personally Identifiable Information (PII) from



students directly through Handshake. Any recruitment activities directed students to apply via USAJOBS.gov, ensuring compliance with federal privacy and hiring protocols.

Software Archive: No local software was installed. Handshake is a third-party SaaS and operated independently.

Hardware: No physical hardware was associated with BSEE's use of the platform.

Documentation Archive: Privacy and security documentation including the Adapted PIA will be archived in accordance with DOI and BSEE policies and retained for a minimum of 3 years post-decommission.

Security: All user access was managed through role-based permissions and restricted to official BSEE personnel using government-issued accounts. There is no ongoing access to the Handshake platform or associated student data.

Data Archive: BSEE did not retain any student PII from the Handshake platform. Student records were never downloaded or stored by the agency. Any incidental communications (e.g., emails to university partners) will be retained in line with records schedules.

Decommission Risk: Privacy risk is minimal. All BSEE activity on Handshake was conducted with strict role controls and non-retention policies. The BSEE APO has confirmed that no agency system retained student data from the platform. All access permissions have been revoked, and event activities through Handshake have ceased.

C. What is the legal authority?

The legal authorities that authorize the use of Handshake include, 5 U.S.C. § 301; Departmental Regulations 44 U.S.C. § 3301; Federal Records Act; Presidential Memorandum, "Building a 21st Century Digital Government," May 23, 2012; OMB Memorandum M-10-23, Guidance for Agency Use of Third-Party Websites and Applications; 370 DM 312.2, Workforce and Succession Planning; Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99

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



E. Is this information system registered in the Governance, Risk, and Compliance platform?

☐ Yes:

☒ 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	None	No	N/A

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

☐ Yes

☒ No

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

☐ Yes

☒ No