

## PRIVACY IMPACT ASSESSMENT (PIA)

**PRESCRIBING AUTHORITY:** DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

Army Enterprise SharePoint-SIPRNET (AES-S)

**2. DOD COMPONENT NAME:**

United States Army

**3. PIA APPROVAL DATE:**

08/25/20

NETCOM

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- From members of the general public  From Federal employees and/or Federal contractors  
 From both members of the general public and Federal employees and/or Federal contractors  Not Collected (if checked proceed to Section 4)

**b. The PII is in a:** (Check one)

- New DoD Information System  New Electronic Collection  
 Existing DoD Information System  Existing Electronic Collection  
 Significantly Modified DoD Information System

**c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.**

The Army Enterprise SharePoint-SIPRNET (AES-S) SharePoint Portal enables information sharing in the following ways: a) Improving Knowledge Managements (KM) and Records Management (RM); b) Enabling consistent collaboration, content management, records management and process management; c) Integrating with the systems used by Army forces during training and deployment; d) Operating and providing a SIPRNET SharePoint capability that supports a global collaborative environment.

Any PII stored on site will be by the respective commands site collection administrators. Army record keeping is a Command responsibility pursuant AR 25-1 and AR 25-400-2. On AES-S all PII will be relegated to a separate encrypted library in which command site collection administrators who possess elevated privileges/permissions unique to their assigned site and folders will have access only to their uploaded PII. AES-S also utilizes Metalogix Sensitive Content Manager to audit any PII which is not stored in the designated library. Sensitive Content Manager also ID's all PII by sensitivity level and can notify, quarantine or remove PII uploaded outside the designated PII library. Metalogix ControlPoint is used in conjunction with Content Manager to manage users, groups, and permissions, auditing access, governance and reporting. All data at rest is encrypted including PII.

**d. Why is the PII collected and/or what is the intended use of the PII?** (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

The AES-S SharePoint Portal enables information sharing, collaboration, content management, records management and process management it does not collect PII, however any PII stored on the system will be by the respective commands site collection administrators whom possess elevated privileges/permissions unique to their assigned site only. Army record keeping is a Command responsibility pursuant to AR 25-1 and AR 25-400-2. As stated in part G all PII is relegated to a dedicated Library with additional safeguards/protections, access restrictions and auditing mechanisms.

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Objection or consent is not applicable to the AES-S system as this information is not required for end-user access. Any PII stored on site will be by the respective commands site collection administrators. Army record keeping is a Command responsibility pursuant to AR 25-1 and AR 25-400-2.

**f. Do individuals have the opportunity to consent to the specific uses of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

Objection or consent is not applicable to the AES-S system as this information is not required for end-user access. Any PII stored on site will be by the respective commands site collection administrators. Army record keeping is a Command responsibility pursuant to AR 25-1 and AR 25-400-2.

**g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided.** (Check as appropriate and provide the actual wording.)

- Privacy Act Statement       Privacy Advisory       Not Applicable

Individuals are not being queried for PII, however if the submitting Organization will be storing PII data in their site, additional safeguard measures are required. Since PII may be stored on SharePoint, but information is not maintained in a Privacy Act system of records, the utilization of such information triggers the requirement for a privacy advisory:

**YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.**

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g. authentication and access controls) to protect USG interests--not-for you personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component?** (Check all that apply)

- |  |          |   |
|--|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component   | Specify. | <input type="text" value="Data will remain within the Army SIPRNet environment"/> |
| <input type="checkbox"/> Other DoD Components  | Specify. | <input type="text"/>  |
| <input type="checkbox"/> Other Federal Agencies  | Specify. | <input type="text"/>  |
| <input type="checkbox"/> State and Local Agencies  | Specify. | <input type="text"/>  |
| <input type="checkbox"/> Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.) | Specify. | <input type="text"/>  |
| <input type="checkbox"/> Other (e.g., commercial providers, colleges).   | Specify. | <input type="text"/>  |

**i. Source of the PII collected is:** (Check all that apply and list all information systems if applicable)

- |  |   |
|--|---|
| <input type="checkbox"/> Individuals                                 | <input type="checkbox"/> Databases          |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems           |   |

Any PII collected or stored on the AES-S system will be by the respective commands site collection administrators. Army record keeping is a Command responsibility pursuant to AR 25-1 and AR 25-400-2. As stated in part G all PII is relegated to a dedicated Library with additional safeguards/protections, access restrictions and auditing mechanisms.

**j. How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> E-mail   | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> Face-to-Face Contact                                     | <input type="checkbox"/> Paper   |
| <input type="checkbox"/> Fax  | <input type="checkbox"/> Telephone Interview                                   |
| <input type="checkbox"/> Information Sharing - System to System                   | <input checked="" type="checkbox"/> Website/E-Form                             |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) |  |

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**k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

- Yes  No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.defense.gov/Privacy/SORNs/>  
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

Any PII collected or stored on the AES-S system will be by the respective commands site collection administrators. Army record keeping is a Command responsibility pursuant to AR 25-1 and AR 25-400-2.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

**m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.**

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).
  - (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
  - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.
  - (c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

AES-S has authority to collect information is given by the following: 1 O U.S.C. 3013, Secretary of the Army; Department of Defense Directive 8500.01 E, Information Assurance (IA) ; DoD Instruction 8500.2, Information Assurance Implementation; AR 25-1, Army Knowledge Management and information Technology; Army Regulation 25-2, Information Assurance; E.O. 9397(SSN) (As amended); DoD 6025.18-R.

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes     No     Pending

(1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.

(2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."

(3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

In accordance with DoD Manual 8910.01, Volume 2 AES-S Does not require OMB Control numbers because:

(1) Component internal information collections do not collect information from members of the public.