



Tennessee Valley Authority Privacy Impact Assessment (PIA)

Vendor Information Form

This PIA is a tool used by the TVA Privacy Office to identify system privacy risks at the planning/initiation phase of the system development lifecycle (SDLC). The PIA should be reviewed and updated every three years in conjunction with the anniversary of the Authority to Operate (ATO) or sooner, if the system undergoes a major change. For additional guidance on how to complete this PIA, please refer to the TVA *Privacy Documentation Completion Guide*. Questions regarding this document should be directed to camarsalis@tva.gov.

PIA should be submitted to:
Christopher Marsalis
TVA Senior Privacy Program Manager
(865) 632-2467
camarsalis@tva.gov

Version 2.0
February 2016





PROGRAM MANAGEMENT

Name of PIA Author

Chris Marsalis

Date of Submission

11/08/2016

Responsible TVA Business Unit

SPLY CHAIN SPSVS

Name of System/Collection

Vendor Information Form

System Owner Details

Name Jesse Allen Brown

Title Mgr,SC&F Operations Support

Phone 423-751-6550

Email jabrown55@tva.gov

Reason for Completing PIA

- New system
- Significant modification to an existing system
- To update existing PIA for a triennial security reauthorization

PRIVACY DETERMINATION

(To be completed by the TVA Privacy Program)

Privacy Office Comments

[Empty box for Privacy Office Comments]

The signatures below certify that the information in this document has been reviewed and approved:

	Name	Signature	Date
System Owner	Jesse Allen Brown		11/08/2016
Senior Privacy Program Manager	Chris Marsalis		11/08/2016
Senior Agency Official for Privacy			



SYSTEM OVERVIEW

1. Please describe the purpose of the system/collection:

Interface for collecting vendor information and sending to Maximo(Supply Chain). System Registers Vendors that provides goods and services to TVA

2. What type of information can be collected, maintained, used, and/or disseminated?

Check all that apply:

- Name
- Home Phone
- Home Address
- Social Security number (SSN)
- Medical or Health Information
- Financial Information
- Clearance Information
- Mother's Maiden Name
- Date of Birth
- Place of Birth
- Employment Information
- Criminal History
- Biometric Information
- Other: Business Address

AUTHORITY AND PURPOSE

3. Legal authority to collect, use, maintain, and share data in the system:

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee. TVA-19 Consultant and Contractor Records.

4. For each box checked above in Question 2, please provide the business need for the collection:

Interface for registering vendor information conducting business with TVA

5. Will the data in the system be retrieved using one or more of the identifiers listed in Question 2? Yes No

ACCOUNTABILITY, AUDIT, AND RISK MANAGEMENT

6. What TVA employees and business units are responsible for the privacy governance and administration of this system?

TVA's Office of the Chief Information Officer is the responsible program owner for TVA's Information Security and Privacy Programs, ensuring compliance with TVA-SPP-12.02, TVA Information Management Policy. TVA-SPP-12.02 implements the various privacy laws based on the Privacy Act of 1974 (the Privacy Act), the E-Government At of 2002 (Public Law 107-347), the Federal Information Security Management Act (FISMA), Office of Management and Budget (OMB) mandates, and other applicable North American Electric Reliability Corporation (NERC) and TVA Records Management procedures and guidance. In addition to these practices, additional policies and procedures will be consistently applied, especially as they relate to protection, retention and destruction of federal records. Federal and contract employees are given clear guidance in their duties as they relate to the collection, use, processing and security of privacy data. Guidance is provided in the form of mandatory annual security and privacy awareness training, including "TVA Information Security Training". (See: TVA-SPP-12.01 §3.2.10.) The TVA Privacy Office will conduct period privacy compliance reviews of the *Vendor Information Form* in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-130.

7. What privacy orientation or training is provided to authorized users of the system?

TVA employees and contractors are required to take annual privacy training



DATA QUALITY AND INTEGRITY

8. How is data quality ensured throughout the data lifecycle and business processes associated with the use of the data? Check all that apply.

Check all that apply:

- Cross referencing data entries with other systems
- Character limits on text submissions
- Third party data verification
- Numerical restrictions in text boxes

If collected via a form, please list form(s) name and number here:

Other:

- Data taken directly from individuals

DATA MINIMIZATION AND RETENTION

9. What are the retention periods for the data in the system?

INDIVIDUAL PARTICIPATION AND REDRESS

10. How can an individual access their information and have it corrected, amended, or deleted?

Subject to the limitations of the Privacy Act, individuals may request access to information about themselves contained in a TVA system of records through TVA's Privacy Act/Freedom of Information Act (FOIA) procedures. TVA will review all Privacy Act requests on an individual basis and may as appropriate, waive applicable exemptions if the release of information to the individual would not detrimentally impact the law enforcement or national security purposes for which the information was originally collected or is subsequently being used. Submitting a Privacy Act Request is accomplished by sending a letter to the system manager listed on the cover of this PIA. The request should include the following:

- *Name*
- *Mailing address*
- *Phone number or email address*
- *A description of the records sought, and if possible, the location of the records*

Contesting record procedures: Individuals wanting to contest information that is contained in this system should make their requests in writing, detailing the reasons for why the records should be corrected. Requests should be submitted to the attention of the TVA Privacy Office at the address below:

*Tennessee Valley Authority
Privacy Office
400 W. Summit Hill Dr.
Knoxville, TN 37902-1499*

Individuals with concerns about privacy may also email the TVA Privacy Officer via the contact information provided in the privacy policy on the TVA's web site (<http://www.tva.gov/abouttva/privacy.htm>).

This information is provided in the Privacy Policy, posted visibly on the TVA Web site.



SECURITY

11. Has a FIPS 199 determination been made?

- Not Applicable
- No
- Under Development

Yes

Expected date of completion:

Date:

Confidentiality

- Low
- Moderate
- High

Integrity

- Low
- Moderate
- High

Availability

- Low
- Moderate
- High

12. What types of physical safeguards exist to protect the information?

- Guards
- Biometrics
- Identification Badges
- Closed Circuit TV (CCTV)

Other:

13. What types of access controls are in place to protect the information?

- User Identification
- Encryption
- Smart Cards
- Passwords
- Virtual Private Network (VPN)
- Other:
- Firewall
- Public Key Infrastructure (PKI)

14. What types of administrative safeguards exist to protect the information?

- Contingency Plan
- Rules of Behavior
- User training
- User manuals for the system
- Offsite storage of back up files
- Other:
- Regular Back-up of files
- Least privilege access

15. What monitoring, recording, and auditing safeguards are in place to prevent or detect unauthorized access or inappropriate usage?

16. Discuss any other potential privacy vulnerabilities to the system and safeguards that are in place to mitigate those vulnerabilities:

TRANSPARENCY

17. How are individuals notified as to how their information will be collected, used, and/or shared within this system?



USE LIMITATION

18. Explain how the information in the system is limited to the uses specified in the notices discussed above.

Interface to Maximo. Information on Purchases orders and invoices from TVA Vendors

19. With which (if any) internal TVA systems/collections is the information shared?

Maximo(Supply Chain), Financial Systems.

20. With which (if any) organizations external to TVA is information shared?

N/A

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