



## Tennessee Valley Authority Privacy Impact Assessment (PIA)

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### *Electronic Personnel Health Questionnaire (ePHQ)*

This PIA is a tool used by the TVA Privacy Office to identify privacy risks at the planning/initiation phase of the system development lifecycle (SDLC) or early stages of project/program development. The PIA should be reviewed and updated on an annual basis, or sooner, if the system undergoes a major change. Questions regarding this document should be directed to [privacy@tva.gov](mailto:privacy@tva.gov).

PIA should be submitted to:  
TVA Privacy Office  
[privacy@tva.gov](mailto:privacy@tva.gov)

Version 3.0  
September 2018



PROGRAM MANAGEMENT

Author Name

Date of Submission

[Redacted]

12/18/2023

Responsible TVA Business Unit

Name of System

Nuclear

Electronic Personal Health Questionnaire (ePHQ)

System Owner Details

Reason for Completing PIA

Name

[Redacted]

New system

Title

Significant modification to an existing system

Phone

To update existing PIA for a security authorization

Email

PRIVACY DETERMINATION  
(To be completed by the TVA Privacy Program)

Privacy Office Comments

This PIA is a reauthorization, no additional PII/RPII is being collected.

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

	Name	Signature	Date
System Owner	[Redacted]	[Redacted]	12/18/2023
Senior Privacy Program Manager	Chris Marsalis	Chris Marsalis (E-Signature)	12/18/2023



### SYSTEM OVERVIEW

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

ePHQ is a system designed to collect personal information from prospective Nuclear Power Group employees and contract vendors to be used as background for hiring and on-boarding decisions, and/or applying exclusively for access authorization. It is designed to replace a paper questionnaire to reduce cost to TVA in mailing and entering information when it is returned.

2. About whom does the system collect, maintain, use and/or disseminate information? Check all that apply:

- TVA employees
- TVA contractor
- Members of the public

3. Is the information collected directly from the individual?

- Yes
- No

4. What type of personally identifiable information (PII) can be/is collected, maintained, used, and/or disseminated?

Check all that apply: (Per the Office of Management and Budget (OMB) Circular A-130, *Managing Information as a Strategic Resource*, personally identifiable information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.)

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Home Phone             | <input checked="" type="checkbox"/> Financial Information         | <input type="checkbox"/> Biometric Information                             |
| <input checked="" type="checkbox"/> Home Address           | <input checked="" type="checkbox"/> Clearance Information         | <input checked="" type="checkbox"/> Citizenship                            |
| <input checked="" type="checkbox"/> Home Email             | <input checked="" type="checkbox"/> Mother's Maiden Name          | <input checked="" type="checkbox"/> Driver's License Number                |
| <input checked="" type="checkbox"/> Employment Information | <input checked="" type="checkbox"/> Date of Birth                 | <input checked="" type="checkbox"/> Username/Password                      |
| <input checked="" type="checkbox"/> Work Address           | <input checked="" type="checkbox"/> Place of Birth                | <input checked="" type="checkbox"/> Passport Number                        |
| <input checked="" type="checkbox"/> Work Phone             | <input checked="" type="checkbox"/> Criminal History              | <input type="checkbox"/> Other: <input style="width: 150px;" type="text"/> |
| <input checked="" type="checkbox"/> Work Email             | <input checked="" type="checkbox"/> Social Security number (SSN)  |  |
| <input checked="" type="checkbox"/> Name                   | <input checked="" type="checkbox"/> Medical or Health Information |  |

If none of the above data elements are checked, stop and submit this PTA as-is to TVA Privacy Office at [privacy@tva.gov](mailto:privacy@tva.gov). Otherwise, please continue completing the remaining questions in the document.

### Privacy Notice and Transparency

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

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; Executive Order 10577; Executive Order 10450; Executive Order 11478; Executive Order 11222; Equal Employment Opportunity Act of 1972, Public Law 92-261, 86 Stat. 103; Veterans' Preference Act of 1944, 58 Stat. 387, as amended; various sections of title 5 of the United States Code related to employment by TVA.

Tennessee Valley Authority Act of 1933, 16 U.S.C. 831-831ee; E.O. 9397; E.O. 12038; E.O. 13467; Atomic Energy Act of 1954 as amended; Title II of the Energy Reorganization Act of 1974; 10 CFR Pt. 26; 10 CFR 72.56, 73.57.

6. Does the system have a SORN? (If PII in the system is retrieved using one or more of the identifiers listed in Question 4, a System of Records Notice (SORN) is required.)

- Yes
- No

List name(s) of applicable SORN(s): TVA-2- Personnel Files  
TVA-39- Nuclear Access Authorization and Fitness for Duty



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

Users will consent to their information under the PADS check box. There is also PIA's, SORNs.

8. What consent options do individuals have regarding specific uses or sharing of their information?

PADS requires each user to consent in a check box in regards to specific uses or sharing of their information.

### DATA MINIMIZATION

9. Are only the minimum PII elements that are relevant and necessary to accomplish the legally authorized purpose collected, used and retained?

- Yes  No

10. What are the retention periods for the information in the system?

5 years

### DATA QUALITY

11. How is data quality (i.e., accuracy, relevance, timeliness, and completeness) ensured throughout the data lifecycle and business processes associated with the use of the information? Check all that apply.

- Information is collected directly from individuals (preferred method of collection, whenever possible) If collected via a form, please list form(s) name and number here:

Electronic Personal Health Questionnaire

- Cross referencing information enties with other systems  Third party information verification  Character limits on text submissions  Numerical restrictions in text boxes  Other:

12. How is inaccurate or outdated information checked for and corrected?

Individuals with submit their information the ePHQ and TVA will review it, followed by a background screening. If any information is found incorrect TVA will reach out to the individual to have it corrected.

### Access and Redress

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

ePHQ upon discovery can have it sent back to the individual to have it corrected, amended, or deleted.

### Internal and External Sharing

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

The system is limited to the system administrators within Nuclear Access.



15. With which (if any) internal TVA systems is the information shared?

UAA-SSIS

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

PADS

17. Does the system have any associated websites/applications including an external TVA website or third-party owned or managed website or application (e.g., Facebook, YouTube, Twitter, Flickr, etc.)?

Yes  No

### SECURITY

18. What privacy orientation or training is provided to authorized users of the system or individuals with access to the system?

[Redacted]

19. Has a FIPS 199 determination been made?

[Redacted]

20. What is the FIPS 199 determination? Check one for each.

[Redacted]

21. What types of technical safeguards are in place to protect the information?

[Redacted]

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

[Redacted]



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

[Redacted]

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

All monitoring, recording, and auditing safeguards are in place by TVA Cybersecurity.

25. Discuss any other potential privacy risks to the information within the system and safeguards that are in place to mitigate those risks.

None.

Please submit completed form to: **TVA Privacy Office**  
[privacy@tva.gov](mailto:privacy@tva.gov)