

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:

DEPARTMENT OF DEFENSE SAFE ACCESS FILE EXCHANGE (DOD SAFE)

2. DOD COMPONENT NAME:

Defense Information Systems Agency

3. PIA APPROVAL DATE:

09/11/19

SD3 Enterprise Wide Services Portfolio Office

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.

Purpose: System/Application

The Department of Defense Safe Access File Exchange (DoD SAFE) system is designed for securely exchanging various types of electronic files. DoD SAFE is for UNCLASSIFIED USE ONLY. DoD SAFE is a web based tool to provide DoD Common Access Card (CAC) users the capability to send/receive large files. The DoD community (civilians, military, and contractors) whom possess a valid CAC is the intended target audience for this iteration of DoD SAFE. Accessibility and authentication to use DoD SAFE is handled via email and CAC. The aforementioned DoD SAFE user community will have the capability to send files to person(s) whom email address fall within the parameters of .mil. All file transfers via DoD SAFE must be UNCLASSIFIED official US Government related business. DoD SAFE is approved for the transfer of FOR OFFICAL USE ONLY (FOUO) files in any format.

Authorized Users:

Only authorized DoD CAC users will be able to login and utilize DoD SAFE.

PII Collected Data:

DoD SAFE does not collect individual PII or PII groupings (unique identifiers) but does facilitate the transfer and sharing of files through data exchange. Such files/packages may contain individual PII or PII groupings information.

DoD SAFE users must register with their DoD CAC. Individuals wanting to send files/packages via DoD SAFE must provide the following:

- Name (sender and recipient)
- Email Address (sender and recipient)
- Sender data (may contain PII or subset of PII, which sender may knowing or unknowing upload to platform).

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)

DoD SAFE is approved for the transfer of UNCLASSIFIED files in any format to include FOUO, which may contain PII that may have been collected via another method (i.e. another source system).

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.

DoD Government individuals (civilian, military, and contractor) have the opportunity to object to the collection of their PII. However, the

objecting individual will not be granted authorization to utilize the DoD SAFE application. Any specific PII, which may be collected via other methods by which individuals are allowed to give or withhold their consent.

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.

DoD SAFE is only a means for data transfer.

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

DoD SAFE is approved for the transfer of FOUO files in any format. The recipient will be notified that the downloaded data is protected by the Privacy Act and the recipient is responsible in accordance with existing DoD guidelines and policies.

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

Within the DoD Component

Specify: All Federal Information Systems.

Other DoD Components

Specify: All Federal Information Systems.

Other Federal Agencies

Specify: All Federal Information Systems.

State and Local Agencies

Specify:

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: 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.

Other (e.g., commercial providers, colleges).

Specify: All Federal Information Systems.

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

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

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

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

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.dod.mil/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.

DoD SAFE is not a system of record and is only approved for the transfer of UNCLASSIFIED files in any format to include FOUO. Information about an individual cannot be retrieved by the individuals name or other unique identifier.

i. 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.

DoD SAFE does not contain records.

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.

DoD SAFE is approved for the data transfer of UNCLASSIFIED files in any format to include FOUO.

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.

DoD SAFE is a file transfer/exchange system. In accordance with DoD Manual 8910.01 VOL2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections Enclosure 3, Section 1a." DoD SAFE is not a public information collections, which requires the solicitation of responses from members of the public. Therefore, DoD SAFE is not subject to OMB review or requires an OMB control number.