PRIVACY IMPACT ASSESSMENT (PIA)

For the

GLIS - GENERAL LIBRARY INFORMATION SYSTEM

U.S. Army/IMCOM HQ

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☐ (2) Yes, from Federal personnel* and/or Federal contractors.

☒ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- ☐ **New DoD Information System**
- ☐ **New Electronic Collection**
- ☒ **Existing DoD Information System**
- ☐ **Existing Electronic Collection**
- ☐ **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- ☒ **Yes, DITPR** Enter DITPR System Identification Number: 8794 DA110862
- ☐ **Yes, SIPRNET** Enter SIPRNET Identification Number:
- ☐ **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- ☐ **Yes**
- ☒ **No**

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

- ☒ **Yes**
- ☐ **No**

If "Yes," enter Privacy Act SORN Identifier A0215-1 DAPE

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date. 26 June 2016

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number NAF funded

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 3013, Secretary of the Army; Pub. L. 106-554, Children's Internet Protection Act; AR 25-97, The Army Library Program; and for general libraries AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, DoDI 1015, Title X.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

This library system's purpose is to manage library property, to identify individuals authorized to borrow library materials; to ensure that all library property is returned and individuals' accounts are cleared; to provide the librarian useful information for selecting, ordering and meeting user requirements; and to help end users find materials in the library or on the Internet. GLIS combines the business operations of a library and web based access for its customers. More than 65 libraries around the world currently use the GLIS system sharing the same patron database. Materials checked out to an individual are attached to the individual's record until the materials are returned to the library. If materials are not returned, overdue notices are sent by e-mail or regular mail. Each library also has a Personal computer (PC) Management module which contracts access, schedules use and limits printing.
Personal information collected is enough to identify the individual and his family member so that the sponsor can insure that the books are returned, replaced, or reimbursed the cost. The PII must be enough so that finance can reimburse the library if necessary. Birth date is also needed to identify children under age 17 and limit access. (Collection information from SORN)

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

The data is entered into the database by staff keyboard entry from information provided either orally, through a web based form, a local paper form (DD7745) or an electronic connection to the database. If a library uses paper, it is maintained in areas accessible only to authorized persons who have official need to know until it is entered into the GLIS system. Paper is then shredded. Libraries are secured during non duty hours.

The GLIS system is behind fire walls on Joint Base San Antonio Fort Sam Houston, TX. The backup is secured off site at Rock Island Arsenal, IL. Staff client access is through a Virtual Private Network . The Innovative Interfaces software encrypts the data as it is sent to the server.

Accounts with passwords are role based. The GLIS systems administrator at IMCOM G9 assigns logins restricted by function. Library patrons can see only their own data when they log in. Library staff logins are role based so that the staff without need to know privacy information are restricted in what they can see. All staff members are trained not to misuse the personal information in the system. Libraries have privacy policies posted and explain the policy to new staff & new customers.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify. Installation Management Command

☒ **Other DoD Components.**

Specify. Via MOA Asia Pacific Center for Security Studies (Hawaii), Western Hemisphere Institute for Security Cooperation (Fort Benning), Defense Eligibility Enrollment System (DEERS); Air Force - Joint Base San Antonio including Lackland and Randolph Air Forces bases

☐ **Other Federal Agencies.**

Specify.

☐ **State and Local Agencies.**

Specify.

☐ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

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

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

☒ **Yes** ☐ **No**

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

Voluntary disclosure

(2) If "No," state the reason why individuals cannot object.

j. 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.

PII data is needed to identify the person to retrieve accountable property that is not returned.

The birth date is also needed to ensure that libraries adhere to the Children's Internet Protection Act.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement** ☐ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

Data Required by the Privacy Act of 1974

Authority: 5 USC 552

Principal Purpose(s): To maintain accountability for library materials by allowing identification of borrowers.

Routine Uses: Preparation of overdue notices and follow-up advising borrowers when specific information or materials requested are available. Record for loaning recordings, headsets, typewriters, etc., for in-library use.

Mandatory or Voluntary Disclosure and Effect on Individual not Providing Information: Provision of information is mandatory. Person may read materials within the library but will not be allowed to borrow from the library if he or she does not provide required information.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.