

CAP Validated: OQ-2009-05-04-3

Description: Lack of PII Training

Date Validated: 5/10/2011

Responsible person John Grant      Person Validating: T. Gehrke

CAP Problem Statement: The Fermilab Director's Policy #38 Personally Identifiable Information has an effective date of 4/26/2007 and the Fermilab Procedures for Protected PII (Personally Identifiable Information) states that "All lab systems must be brought into compliance with the procedures by July 1, 2007, but they were not fully implemented at the time of the As-Is assessment of WDRS in April, 2009.

Validation: Work completed via CAP WD-04-02-2009-5. Upon examination of this CAP it was confirmed that a course, FN000412 Protecting Personal Information at Fermilab, was created, and included in the ITNAs for all employees. At the time of this report, all employees at Fermilab have taken this training. However, it only covers electronic copies of PII. Paper copies in the form of travel requests, PO requests, etc. exist in multiple locations in all D/S/Cs. Fermilab has no procedures or guidelines for the handling of paper copies of PII. This is contrary to DOE O 206.1 Department of Energy Privacy Program.

Findings: None

Signature: John Mantz      Date: 10/21/11  
(for Tom Gehrke)