



Date PIA submitted for review:

April 1, 2024

Privacy Impact Assessment for the VA Area called¹:

AREA NEW HAMPSHIRE

NORTH ATLANTIC DISTRICT

Sites within Area:

| <i>Sites</i> | <i>Station Numbers</i> |
|--|------------------------|
| 1) Manchester VA Medical Center and Brady Sullivan Tower | 608 |
| 2) Manchester VA Regional Office | 373 |
| 3) Somersworth VA CBOC | 608GC |
| 4) Portsmouth VA CBOC | 608GA |
| 5) Conway VA CBOC | 608GD |
| 6) Tilton VA CBOC | 608HA |
| 7) Area New Hampshire Special Purpose Systems | |

¹ The completion of Veterans Affairs Privacy Impact Assessments (PIAs) is mandated for any rulemaking, program, boundary, or practice that collects or uses PII under the authority of the E-government Act of 2002 (44 U.S.C. § 208(b)) and VA Directive 6508, Implementation of Privacy Threshold Analysis and Privacy Impact Assessment.

Area Contacts:

Area Key Stakeholders

| <i>Name</i> | <i>Title (PO, ISSO, AM)</i> | <i>Phone Number</i> | <i>Email Address</i> | <i>Applicable Site (VBA, VHA, NCA, Program Office)</i> |
|----------------|-----------------------------|-----------------------------|------------------------|--|
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Abstract

The abstract provides the simplest explanation for “what does the Area do?”.

Area New Hampshire is an Information Area that consists of VAMC Manchester, Veterans Benefit Administration (VBA) Manchester Regional Office, Tilton VA Outpatient Clinic, Conway VA Outpatient Clinic, Portsmouth VA Outpatient Clinic, Somersworth VA Outpatient Clinic and Area New Hampshire Special Purpose System. The Area environment consists of components such as workstations, laptops, portable computing devices, terminals, servers, printers, and IT enabled networked medical devices that are owned, managed, and maintained by the facilities. The Area provides operational connectivity services necessary to enable users’ access to information technology resources throughout the enterprise including those within the facility, between facilities, resources hosted at data centers, and connectivity to other systems. Network connectivity rules are enforced by VA approved baselines for router and switch configurations. The Area system environment also includes as applicable, subsystem storage utilities such as tape drives, optical drives, disk drives, network attached storage (NAS), storage area networks (SAN), archival appliances, special purpose systems, and tier 2 storage solutions. The Area encompasses the management, operational, and technical security controls associated with IT hardware, consisting of servers, routers, switches, hubs, gateways, peripheral devices, desktop/laptops, and OS software. The Area employs a myriad of routers and switches that connect to the VA network.

Special Purpose Systems are non-medical, non-research VA network-connected, and non-Office of Information and Technology (OIT) supported Operational Technology (OT) device/system that cannot obtain a VA approved baseline.

Overview

The overview is the most important section of the PIA. A thorough and clear overview gives the reader the appropriate context to understand the responses in the PIA. The overview should contain the following elements:

- *The Area name and the name of the sites within it.*
- *The business purpose of the Area and how it relates to the program office and agency mission.*
- *Whether the Area is leveraging or accessing Enterprise repositories such as Veterans Benefits Management System, SharePoint, VistA, etc. and if so, a description of what PII/PHI from the Enterprise repositories is being used by the facilities in the Area.*
- *Documentation of any repository not maintained at the enterprise level, unlike Veterans Benefits Management System, SharePoint, VistA, etc. used by the facilities to collect, use, disseminate, maintain, or create PII/PHI.*
- *Any external information sharing conducted by the facilities within the Area.*
- *A citation of the legal authority to operate the Area.*
- *Whether the completion of this PIA will result in circumstances that require changes to business processes*
- *Whether the completion of this PIA could potentially result in technology changes*
- *Does the Area host or maintain cloud technology? If so, does the Area have a FedRAMP provisional or agency authorization?*

The Area New Hampshire itself does not collect, use, disseminate, maintain, or store PII/PHI. VHA and VBA Facilities located within the Area New Hampshire IT Area all access VA Enterprise IT systems respectively, hosted and maintained outside of this Area. These are VISTA, Veterans Benefits Management System (VBMS), Memorial Benefits System (MEM), etc.

Special Purpose Systems consists of specialized devices, and applicable components, hosted within the facilities associated to the Area. The system environment is comprised of operational technology devices/systems that assist, support, and maintain mission capabilities and operations for building safety, healthcare services, security services and other general services functional support areas.

The system environment may include, but are not limited to; energy management systems, heating ventilation and air conditioning (HVAC), temperature controls, building/facility access controls, building automation systems, utility control systems, distributed control systems, security cameras, emergency response vehicle dashcams, Virtual Reality (VR) headsets, promethean boards, TUG robots, Telesitter, and other business Operational Technologies. All Special Purpose Systems are identified in **Appendix C**.

Only PII/PHI collected and used by the facilities within the Area will be referenced in this document since the Area does not maintain, disseminate, or store information accessed by each facility.

The facilities within the Area collect, use, and/or disseminate PII/PHI that is maintained and stored within enterprise systems such as VistA, Veterans Benefits Management System (VBMS), Burial Operations Support System (BOSS)/ Automated Monument Application System (AMASS), etc. There are [individual](#)

[PIAs](#) that contain detailed information on the maintenance, dissemination and sharing practices, and storage of the PII/PHI for each Enterprise system accessed by the facilities.

The Area is using the VA Enterprise Cloud (VAEC) which is at the enterprise level and is outside of the Area. Further information can be found in the VAEC PIA.

The applicable [SORs](#) for Area New Hampshire include:

Applicable SORs

| Site Type: VBA/VHA/NCA or Program Office | Applicable System of Records (SORs) |
|---|--|
| VHA | <ul style="list-style-type: none"> • Non-VA Fee Basis Records-VA, SOR 23VA10NB3 • Patient Medical Records-VA, SOR 24VA10A7 • Veteran, Patient, Employee, and Volunteer Research and Development Project Records- VA, SOR 34VA10 • Health Care Provider Credentialing and Privileging Records-VA, SOR 77VA10E2E • Veterans Health Information Systems and Technology Architecture (Vista) Records-VA, SOR 79VA10 • Income Verification Records-VA, SOR 89VA10 • Automated Safety Incident Surveillance and Tracking System-VA, SOR 99VA13 • The Revenue Program Billings and Collection Records-VA, SOR 114VA10 • National Patient Databases-VA, SOR 121VA10 • Enrollment and Eligibility Records- VA 147VA10 • VHA Corporate Data Warehouse- VA 172VA10 • Health Information Exchange - VA 168VA005 • Computer Matching Agreement – VA 147VA10 • Personnel Documents – VA 79VA19 • Applicants for Employment under Title 38, USC-VA, SORN 02VA135 • Individuals Serving on a Fee Basis or Without Compensation (Consultants, Attendings, and Others or Paid Indirectly through a Disbursement Agreement) Personnel Records-VA, SORN 14VA05 (Nov. 18, 2010) |
| VBA | <ul style="list-style-type: none"> • Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records-VA, SOR 58VA21/22/28 |
| <ul style="list-style-type: none"> • Special Purpose Systems | <ul style="list-style-type: none"> • Applicants for Employment Under Title 38 – VA SOR 02VA135 • Employee Medical File System Records – VA SOR 08VA05 • Patient Advocate Tracking System Replacement (PATs-R) – VA SOR 100VA10H • Police and Security Records – VA SOR 103VA07B • Enrollment and Eligibility Records – VA SOR 147VA10 • Customer Relationship Management System (CRMS) – VA SOR 155VA10 |

| <i>Site Type: VBA/VHA/NCA or Program Office</i> | <i>Applicable System of Records (SORs)</i> |
|---|--|
| | <ul style="list-style-type: none"> • VHA Corporate Data Warehouse – VA SOR 172VA10 • Non-VA Care (Fee) Records – VA SOR 23VA10NB3 • Patient Medical Records – VA SOR 24VA10A7 • Veterans and Beneficiaries Purchased Care Community Health Care Claims, Correspondence, Eligibility, Inquiry and Payment Files – VA SOR 54VA10NB3 • Health Care Provider Credentialing and Privileging Records – VA SOR 77VA10E2E • Veterans Health Information Systems and Technology Architecture (VistA) Records – VA SOR 79VA10 • Automated Safety Incident Surveillance and Tracking System – VA SOR 99VA13 • HealthShare Referral Manager (HSRM) – VA SOR 180VA10D • Community Care (CC) Provider Profile Management System (PPMS) – VA SOR 186VA10D • Veteran, Patient, Employee, and Volunteer Research and Development Project Records – VA SOR 34VA10 • National Patient Databases – VA SOR 121VA10 |

Section 1. Characterization of the Information

The following questions are intended to define the scope of the information requested and collected as well as the reasons for its collection as part of the program, Area, or technology being developed.

1.1 What information is collected, used, disseminated, or created, by the facilities within the Area?

Identify and list all PII/PHI that is collected and stored in the Area, including Individually Identifiable Health Information (IIHI), Protected Health Information (PHI), and Privacy- Protected Information. For additional information on these information types and definitions, please see [VA Directives and Handbooks in the 6500 series](#). If the Area creates information (for example, a score, analysis, or report), list the information the Area is responsible for creating.

If a requesting Area receives information from another Area, such as a response to a background check, describe what information is returned to the requesting Area.

This question is related to privacy control AP-1, Authority to Collect, and AP-2, Purpose Specification.

Please check any information listed below that the facilities within the Area collects. If additional PII/PHI is collected, please list those in the text box below:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Personal Phone | Number, etc. of a different individual) |
| <input checked="" type="checkbox"/> Social Security Number | Number(s) | <input checked="" type="checkbox"/> Financial Account Information |
| <input checked="" type="checkbox"/> Date of Birth | <input checked="" type="checkbox"/> Personal Fax Number | <input checked="" type="checkbox"/> Health Insurance Beneficiary Numbers |
| <input checked="" type="checkbox"/> Mother's Maiden Name | <input checked="" type="checkbox"/> Personal Email Address | Account numbers |
| <input checked="" type="checkbox"/> Personal Mailing Address | <input checked="" type="checkbox"/> Emergency Contact Information (Name, Phone | |

- Certificate/License numbers
- Vehicle License Plate Number
- Internet Protocol (IP) Address Numbers
- Current Medications
- Previous Medical Records
- Race/Ethnicity
- Tax Identification Number
- Medical Record Number
- Next of Kin

- Guardian Information
- Electronic Protected Health Information (ePHI)
- Military History/Service Connection
- Service-connected Disabilities
- Employment Information
- Veteran Dependent Information
- Disclosure Requestor Information

- Death Certification Information
- Criminal Background
- Education Information
- Gender
- Tumor PHI Statistics
- Other Unique Identifying Information (list below)

Service Information, Benefits Information, Funeral Information, Marital Status, Relationship to Veteran, Military service data, physical description of person (including height, weight, eye color, hair color and more), names of family members, and relationship, age, veteran benefit information, medical diagnoses, procedures, test results, place of burial, burial service and headstone data.

PII Mapping of Components (Servers/Database)

Area New Hampshire consists of 12 key components (servers/databases). Each component has been analyzed to determine if any elements of that component collect PII. The type of PII collected within Area New Hampshire and the reasons for the collection of the PII are in the **Mapping of Components Table in [Appendix B](#) of this PIA.**

1.2 What are the sources of the information for the facilities within the Area?

List the individual, entity, or entities providing the specific information identified above. For example, is the information collected directly from the individual as part of an application for a benefit, or is it collected from other sources such as commercial data aggregators?

Describe why information from sources other than the individual is required. For example, if a facility program within the Area is using data from a commercial aggregator of information or data taken from public Web sites, state the fact that this is where the information is coming from and then in question 1.3 indicate why the facility is using this source of data.

If a facility program within the Area creates information (for example, a score, analysis, or report), list the facility as a source of information.

This question is related to privacy controls DI-1, Data Quality, and IP-1, Consent.

The information that resides within the facilities in the Area is collected, maintained, and/or disseminated comes from a variety of sources. The largest amount of data comes directly from individuals - including veterans and their dependents, volunteers and other members of the public, clinical trainees, and VA employees and contractors. For example: items such as names, social security numbers, dates of birth are collected from the individual on healthcare enrollment forms (VA Form 10-10EZ), or other paperwork the individual prepares. An application for employment contains the same, or similar, information about employees.

Additional medical information, such as the results of medical appointments, medical tests, prescriptions, and more, are entered into the patient's medical record by facility medical personnel and administrative staff, as appropriate. Information is collected from third party health plans, e.g. private insurance, for cost reimbursement, Veteran's Benefit Administration (VBA), Office of Procurement, Acquisition and Logistics (OPAL), VHA Support Service Center (VSSC), Health Eligibility Center (HEC), Consolidated Patient Accounts Center (CPAC), Health Resource Center (HRC). National Cemetery, Consolidated Mail Outpatient Pharmacy (CMOP), Social Security Administration (SSA), external Police Offices, and Office of Personal Management (OPM).

Depending on the type of information, it may also come from Veterans Benefits Administration (VBA), the VA Health Eligibility Center (HEC), VA Network Authorization Office (NAO) for non-VA Care payments, and non-VA medical providers, Department of Defense (DOD), Internal Revenue Service (IRS), Office of Personnel Management (OPM), Social Security Administration (SSA), Federal Emergency Management Agency (FEMA), Federal Bureau of Investigation (FBI).

Criminal background information is obtained from Electronic Questionnaires for Investigations Processing (E-QIP) and National Crime Information Center (NCIC) and used to confirm employment and/or volunteer eligibility and to assist the VA Police Service while conducting internal investigations.

Additional sources include:

- VA, Compensation, Pension, Education and Rehabilitation Records
- VA, Veterans and Beneficiaries Identification Records Location Subsystem
- VA Veterans and Armed Forces Personnel United States Government Life Insurance Records
- VA Veterans, Beneficiaries and Attorneys United States Government Insurance Award Records
- VA, Veterans and Beneficiaries Identification and Records Location (BIRLS)
- Compensation, Pension, Education and Rehabilitation (covers BDN and Corporate databases)
- Loan Guaranty Home, Condominium and Manufactured Home Loan Applicant Records
- VA Veterans Mortgage Life Insurance

1.3 How is the information collected?

This question is directed at the means of collection from the sources listed in question 1.2. Information may be collected directly from an individual, received via electronic transmission from another Area, or created by the Area itself. Specifically, is information collected through technologies or other technology used in the storage or transmission of information in identifiable form?

If the information is collected on a form and is subject to the Paperwork Reduction Act, give the form's OMB control number and the agency form number.

This question is related to privacy controls DI-1, Data Quality, and IP-1, Consent.

Means of Collection Table

| Site Type: VBA/VHA/NCA or Program Office | Means of Collection |
|---|---|
| VHA | Information collected directly from patients, employees and/or other members of the public is collected using paper forms (such as the VA Form 10-10EZ enrollment form for VA health care), or interviews and assessments with the individual. Much of the information provided by veterans or other members of the public, such as address and phone number, next of kin and emergency contact information, and similar information are assumed to be accurate because it is provided directly by the individual. Additionally, information entered into an individual's medical record by a doctor or other medical staff is also assumed to be accurate. |
| VBA | <p>There are many VA forms used by Veterans to apply for and/or make adjustments to pending benefits. All VBA benefit forms are located at http://www.va.gov/vaforms/. The URL of the associated privacy statement is: http://www.va.gov/privacy/. VBA forms can be downloaded from this site, filled in and printed to be delivered in paper form. All collected information is used to determine eligibility for benefits, process ratings and to provide payments via the Department of Treasury.</p> <p>The VBA toll free number for veterans is 1-800-827-1000. Clients are referred to and transferred to the Regional Office of Jurisdiction, where they can provide a service representative with required information. All collected information is used to determine eligibility for benefits, process ratings and to provide payments via the Department of Treasury. VBA employees may also contact a Veteran directly to obtain clarifying information for a claim for benefits.</p> |

Information related to an employee's employment application may be gathered from the applicant for employment, which is provided to an application processing website, [USA Jobs](#).

Information from outside resources comes to the Area New Hampshire using several methods. Chief among these sources, are the DoD, SSA, and IRS. The DoD provides military records, including medical records compiled when the patient was a member of the US Military. Income information is verified using information from the Social Security Administration (SSA) and the Internal Revenue Service (IRS).

These data collections may be done using secure web portals, VPN connection, e-mail, and facsimile.

Fee-based providers provide documentation via the Computerized Patient Records System (CPRS), hard copy format via fax to the Fee Service staff. The National Personnel Records Center may be queried for information. Regional Office may request information using Form 7131, Exchange of Beneficiary Information and Request for Administrative and Adjudicative Action. Employees or prospective employees may submit information verbally or by using:

Standard Form 85, Questionnaire for Non-Sensitive Positions

Standard Form 86, Questionnaire for National Security Positions

Optional Form 306, Declaration for Federal Employment

VA Form 10-2850, Application for Physicians, Dentists, Podiatrists, Optometrists & Chiropractor (OMB# 2900-0207)

There are many VA forms used by Veterans to apply for medical benefits. All such VHA benefit forms are located at <http://www.va.gov/vaforms/>. The URL of the associated privacy statement is: <http://www.va.gov/privacy/>. VHA forms can be downloaded from this site, filled in and printed to be delivered in paper form. All collected information is used to determine eligibility for benefits and/or provide specific services.

Income information is verified using information from the Social Security Administration (SSA) and the Internal Revenue Service (IRS).

1.4 What is the purpose of the information being collected, used, disseminated, created, or maintained?

Include a statement of why the particular PII/PHI is collected, maintained, used, or disseminated in the Area is necessary to the program's or agency's mission. Merely stating the general purpose of the Area without explaining why this particular type of information should be collected and stored is not an adequate response to this question.

If the Area collects, uses, disseminates, or maintains publicly available or commercial data, include a discussion of why commercial data is relevant and necessary to the Area's purpose. This question is related to privacy control AP-2, Purpose Specification.

The purposes of the information from Veterans and other members of the public collected, maintained, and processed by Area New Hampshire are as varied as the types of information collected.

Much of the information collected is maintained, used, and disseminated to ensure that Veterans and other eligible individuals obtain the medical and mental health treatment they require. Additional information, such as bank account information and insurance information are used to process claims and requests for benefits. Other purposes include determination of legal authority for providers and other clinical staff to practice medicine and/or subject matter expertise, release of information request responses, and research/analysis of data.

| Site Type: VBA/VHA/NCA or Program Office | Purpose of Information Collection |
|---|---|
| VHA | <ul style="list-style-type: none"> • To determine eligibility for health care and continuity of care • Emergency contact information in cases of emergency situations such as medical emergencies • Provide medical care • Communication with Veterans/patients and their families/emergency contacts • Determine legal authority for providers and health care workers to practice medicine and/or subject matter expertise • Responding to release of information request • Third party health care plan billing, e.g. private insurance • Statistical analysis of patient treatment • Contact for employment eligibility/verification |
| VBA | <ul style="list-style-type: none"> • Compensation and Pension • Education • Vocational Rehabilitation and Employment • Loan Guaranty • Insurance • The primary services of the benefit systems entail the receipt, processing, tracking and disposition of Veterans' application for benefits and requests for assistance, and the general administration of legislated benefit programs. Information is collected to provide all entitled benefits in the most complete and effective manner. |

1.5 How will the information collected and used by the facilities be checked for accuracy? How often will it be checked?

Discuss whether and how often information stored in a facility within the Area is checked for accuracy. Is information within the facility checked against any other source of information (within or outside your organization) before the information is used to make decisions about an individual? For example, is there a computer matching agreement in place with another government agency? For a facility within the Area that receives data from internal data sources or VA IT systems, describe the checks to ensure that data corruption has not occurred during transmission.

If the Area checks for accuracy by accessing a commercial aggregator of information, describe this process and the levels of accuracy required by the contract.

This question is related to privacy controls DI-1, Data Quality, and DI-2, Data Integrity and Integrity Board.

Information that is collected and used directly from enterprise systems have additional details regarding checks for accuracy in their own enterprise level PIAs.

Much of the information provided by veterans or other members of the public, such as address and phone number, next of kin and emergency contact information, and similar information are assumed

to be accurate because it is provided directly by the individual. Additionally, information entered an individual’s medical record by a doctor or other medical staff is also assumed to be accurate and is not verified.

Information is checked through the VBA to verify eligibility for VA benefits. Information about military service history is verified against official DoD military records and income information is verified using information from the Social Security Administration (SSA) and the Internal Revenue Service (IRS).

Employee, contractor, student, and volunteer information is obtained by automated tools as well as obtained directly by the individuals. The Federal Bureau of Investigation and Office of Personnel Management are contacted to obtain background reviews. Provider credentialing information is obtained from a variety of education resources.

1.6 What specific legal authorities, arrangements, and agreements defined the collection of information?

List the full legal authority for operating the Area, specifically the authority to collect the information listed in question 1.1. Provide the authorities in a manner understandable to any potential reader, i.e., do not simply provide a legal citation; use statute names or regulations in addition to citations. Legal authorities include Federal laws, regulations, statutes, and Executive Orders.

This question is related to privacy control AP-1, Authority to Collect

Legal Authority Table

| Site Type: VBA/VHA/NCA or Program Office | Legal Authority |
|--|---|
| VHA | <ul style="list-style-type: none"> • Veterans Health Administration – Organization and Functions, Title 38, U.S.C., Chapter 73, § 7301(a) • Health Insurance Portability and Accountability Act of 1996 (HIPAA) • Privacy Act of 1974 • Freedom of Information Act (FOIA) 5 USC 552 • VHA Directive 1605.01 Privacy & Release of Information • VA Directive 6500 Managing Information Security Risk: VA Information Security Program. • Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5, 123 Stat. 226 (Feb. 17, 2009), codified at 42 U.S.C. §§300jj et seq.; §§17901 et seq. Executive Order 9397 gives authority to collect and use the SSN as an identifier. • Privacy Act System of Records Routine Uses in Patient Medical Record – VA 24VA10 |

| | |
|-----|---|
| VBA | <ul style="list-style-type: none"> Veterans Benefits, Title 38, United States Code (U.S.C.), Chapter 5, § 501(b) |
|-----|---|

1.7 PRIVACY IMPACT ASSESSMENT: Characterization of the information

Consider the specific data elements collected and discuss the potential privacy risks and what steps, if any are currently being taken to mitigate those identified risks.

Consider the following Fair Information Practice Principles (FIPPs) when assessing the risk to individual privacy:

Principle of Purpose Specification: Explain how the collection ties with the purpose of the underlying mission of the organization and its enabling authority.

Principle of Minimization: Is the information directly relevant and necessary to accomplish the specific purposes of the program?

Principle of Individual Participation: Does the program, to the extent possible and practical, collect information directly from the individual?

Principle of Data Quality and Integrity: Are there policies and procedures for VA to ensure that personally identifiable information is accurate, complete, and current?

This question is related to privacy control AR-1, Governance and Privacy Program, and AR-2, Privacy Impact and Risk Assessment.

Follow the format below when entering your risk assessment:

Privacy Risk:

VA Area New Hampshire collects Personally Identifiable Information (PII) and a variety of other Sensitive Personal Information (SPI), such as Protected Health Information (PHI). Due to the highly sensitive nature of this data, there is a risk that, if the data were accessed by an unauthorized individual or otherwise breached, serious personal, professional, or financial harm may result for the individuals affected.

Risks include data breach resulting in possible identity theft, loss or corruption of data, loss of confidence in the organization. Area New Hampshire, inclusive of information collected in the system, contains sensitive personal information – including social security numbers, names, and protected health information - on veterans, members of the public, employees and contractors. Due to the highly sensitive nature of this data, there is a risk that, if the data were accessed by an unauthorized individual or if the data was otherwise breached, serious harm or even identity theft may result.

Mitigation:

VA Area New Hampshire employs a variety of security measures designed to ensure that the information is not inappropriately disclosed or released. These measures include access control, awareness and training, audit and accountability, certification, accreditation, and security assessments, configuration management, contingency planning, identification and authentication,

incident response, maintenance, media protection, physical and environmental protection, planning, personnel security, risk assessment, systems and services acquisition, system and communications protection, and system and information integrity. The Area employs all security controls in the respective high impact security control baseline unless specific exceptions have been allowed based on the tailoring guidance provided in the National Institute of Standards and Technology (NIST) Special Publication 800-37 and specific VA directives.

All employees with access to Veteran's health information are required to complete the Privacy and HIPAA Focused training as well as the VA Privacy and Information Security Awareness & Rules of Behavior training annually. The VA enforces two-factor authentication by enforcing smartcard logon requirements. PIV cards are issued to employees, contractors, and partners in accordance with HSPD-12. The Personal Identity Verification (PIV) Program is an effort directed and managed by the Homeland Security Presidential Directive 12 (HSPD-12) Program Management Office (PMO). IT Operations and Services (ITOPS) Solution Delivery (SD) is responsible for the technical operations support of the PIV Card Management System. Information is not shared with other agencies without a Memorandum of Understanding (MOU) or other legal authority.

Section 2. Uses of the Information

The following questions are intended to clearly delineate the use of information and the accuracy of the data being used.

2.1 Describe how the information within the Area will be used in support of the program's business purpose.

Identify and list each use (both internal and external to VA) of the information collected or maintained.

This question is related to privacy control AP-2, Purpose Specification.

The records and information (e.g., name, social security number, date of birth, mother's maiden name, mailing address, zip code, phone number(s), fax number, email address, emergency contact information, financial account information, health insurance beneficiary numbers, certificate/license numbers, vehicle license plate number, Internet Protocol (IP) address numbers, current medications, previous medical records, race/ethnicity) may be used for statistical analysis to produce various management, workload tracking and follow-up reports; to track and evaluate the ordering and delivery of equipment, services and patient care; the planning, distribution and utilization of resources; the possession and use of equipment or supplies; the performance of vendors, equipment, and employees; and to provide clinical and administrative support to patient medical care.

- **Name:** Used to identify the patient during appointments and in other forms of communication
- **Social Security Number:** Used as a patient identifier and as a resource for verifying income Information with the Social Security Administration
- **Date of Birth:** Used to identify age and confirm patient identity
- **Mother's Maiden Name:** Used to confirm patient identity

- **Mailing Address:** Used for communication, billing purposes and calculate travel pay
- **Zip Code:** Used for communication, billing purposes, and to calculate travel pay
- **Phone Number(s):** Used for communication, confirmation of appointments and conduct Telehealth appointments
- **Fax Number:** used to send forms of communication and records to business contacts, Insurance companies and health care providers
- **Email Address:** used for communication and MyHealtheVet secure communications
- **Emergency Contact Information (Name, Phone Number, etc. of a different individual):** Used in cases of emergent situations such as medical emergencies.
- **Financial Account Information:** Used to calculate co-payments and VA health care benefit eligibility
- **Health Insurance Beneficiary Account Numbers:** Used to communicate and bill third part Health care plans
- **Certificate/License numbers:** Used to track and verify legal authority to practice medicine and Licensure for health care workers in an area of expertise.
- **Vehicle License Plate Number:** Used for assignment of employee parking and assignment of parking during events
- **Internet Protocol (IP) Address Numbers:** Used for configuration and network connections. Network Communication allows information to be transferred from one Information Technology System to another.
- **Current Medications:** Used within the medical records for health care purposes/treatment, prescribing medications and allergy interactions.
- **Previous Medical Records:** Used for continuity of health care
- **Race/Ethnicity:** Used for patient demographic information and for indicators of ethnicity-related diseases.
- **Tax Identification Number:** Used for employment, eligibility verification
- **Medical Record Number:** Used to identify a patient within the medical record system without using their social security number as their identifier.
- **Next of Kin:** Used in cases of emergent situations such as medical emergencies. Used when patient expires and in cases of patient incapacity.
- **Guardian Information:** Used when patient is unable to make decisions for themselves.
- **Electronic Protected Health Information (ePHI):** Used for history of health care treatment, during treatment and plan of treatment when necessary.
- **Military history/service connection:** Used to evaluate medical conditions that could be related to location of military time served. It is also used to determine VA benefit and health care eligibility.
- **Service-connected disabilities:** Used to determine VA health care eligibility and treatment plans/programs
- **Employment information:** Used to determine VA employment eligibility and for veteran contact, financial verification.

- **Veteran dependent information:** Used to determine benefit support and as an emergency contact person.
- **Disclosure requestor information:** Used to track and account for patient medical records released to requestors.
- **Death certificate information:** Used to determine date, location and cause of death.
- **Criminal background information:** Used to determine employment eligibility and during VA Police investigations.
- **Education Information:** Used for demographic background information for patients and as a determining factor for VA employment in areas of expertise. Basic educational background, e.g. High School Diploma, college degree credentials
- **Gender:** Used as patient demographic, identity and indicator for type of medical care/provider and medical tests required for individual.
- **Tumor PII/PHI Statistics:** Used to evaluate medical conditions and determine treatment plan
- **Service Information:** Used to verify eligibility.
- **Benefits Information:** Used to verify burial benefits.
- **Funeral Information:** Used to contact funeral home or other service coordinator information.
- **Marital Status:** Used to verify spousal and beneficiary eligibility.
- **Relationship to Veteran:** Used to determine relationship to Veteran.
- **Military service data:** Used to verify eligibility.
- **Physical description of person (including height, weight, eye color, hair color and more),**
- **Names of family members, and relationship:** Used to determine relationship to Veteran.
- **Age:** Demographic information.
- **Veteran Benefit Information:** Used to determine eligibility.
- **Medical Diagnoses:** Used for history of health care treatment, during treatment and plan of treatment when necessary.
- **Procedures:** Used for history of health care treatment, during treatment and plan of treatment when necessary.
- **Test Results:** Used for history of health care treatment, during treatment and plan of treatment when necessary.
- **Place of Burial:** Used to verify burial benefits.
- **Burial Service:** Used to verify burial benefits.
- **Headstone Data:** Used to verify burial benefits.

The data may be used for approved research purposes. The data may be used also for such purposes as assisting in the scheduling of tours of duties and job assignments of employees; the scheduling of patient treatment services, including nursing care, clinic appointments, surgery, diagnostic and therapeutic procedures; the repair and maintenance of equipment and for follow-up activities to determine that the actions were accomplished and to evaluate the results; the registration of vehicles and the assignment and utilization of parking spaces; to plan, schedule,

and maintain rosters of patients, employees and others attending or participating in sports, recreational or other events (e.g., National Wheelchair Games, concerts, picnics); for audits, reviews and investigations conducted by staff of the health care facility, the Network Directors Office, VA Central Office, and the VA Office of Inspector General (OIG); for quality assurance audits, reviews, investigations and inspections; for law enforcement investigations; and for personnel management, evaluation and employee ratings, and performance evaluations.

2.2 What types of tools are used to analyze data and what type of data may be produced?

Many facilities within an Area sift through large amounts of information in response to a user inquiry or programmed functions. Facilities may help identify areas that were previously not obvious and need additional research by agents, analysts, or other employees. Some facilities perform complex analytical tasks resulting in, among other types of data, matching, relational analysis, scoring, reporting, or pattern analysis. Describe any type of analysis facilities within the Area conduct and the data that is created from the analysis.

If the facility creates or makes available new or previously unutilized information about an individual, explain what will be done with the newly derived information. Will it be placed in the individual's existing record? Will a new record be created? Will any action be taken against or for the individual identified because of the newly derived data? If a new record is created, will the newly created information be accessible to Government employees who make determinations about the individual? If so, explain fully under which circumstances and by whom that information will be used.

This question is related to privacy controls DI-1, Data Quality, DI-2, Data Integrity and Integrity Board, and SE-1, Inventory of Personally Identifiable Information

The VA Area New Hampshire uses statistics and analysis to create general reports that provide the VA a better understanding of patient care, benefits, etc. These reports are:

1. Reports created to analyze statistical analysis on case mixes.
2. Analyze the number of places and geographical locations where patients are seen to assess the volume of clinical need.
3. Analyze appointment time-frame data to track and trend averages of time.

These reports may track:

- The number of patients enrolled, provider capacity, staffing ratio, new primary care patient wait time, etc. for Veterans established with a Patient Care Aligned Team (PACT)
- Beneficiary travel summary/benefits
- Workload and cost resources for various services, i.e., mental health, primary care, home dialysis, fee services, etc.
- Daily bed management activity
- Coding averages for outpatient/inpatient encounters
- Satisfaction of Healthcare Experience of Patients (SHEP) data as it pertains to customer satisfaction regarding outpatient/inpatient services
- Unique patient trends
- Clinic wait times

Letters to veterans concerning the progress of their claim are generated periodically, as well as rating decisions and requests for additional information to substantiate the claim. These letters are generated electronically and printed on paper and mailed to the veteran.

2.3 PRIVACY IMPACT ASSESSMENT: Use of the information. How is access to the PII/PHI determined? Are criteria, procedures, controls, and responsibilities regarding access documented? Does access require manager approval? Is access to the PII/PHI being monitored, tracked, or recorded? Who is responsible for assuring safeguards for the PII/PHI?

Describe any types of controls that may be in place to ensure that information is handled in accordance with the uses described above. Example: Describe if training for users of the project covers how to appropriately use information. Describe the disciplinary programs or Area controls (i.e. denial of access) that are in place if an individual is inappropriately using the information.

Consider the following FIPPs below to assist in providing a response:

Principle of Transparency: Is the PIA and SORN, if applicable, clear about the uses of the information?

Principle of Use Limitation: Is the use of information contained in the facilities relevant to the mission of the project?

This question is related to privacy control AR-4, Privacy Monitoring and Auditing, AR-5, Privacy Awareness and Training, and SE-2, Privacy Incident response.

The controls in place to assure that the information is handled in accordance with the uses described above include mandatory online information security and Privacy and HIPAA training; face-to-face training for all incoming new employees conducted by the Information System Security Officer and Privacy Officer; regular audits of individuals accessing sensitive information; and formal administrative rounds during which personal examine all areas within the facility to ensure information is being appropriately used and controlled.

Disciplinary policies are in place to address unauthorized and unapproved use of data and include the most appropriate of the following: re-training, re-education, removal of access privileges, counselling, admonishment, reprimand, suspension and removal.

Section 3. Retention of Information

The following questions are intended to outline how long information will be retained after the initial collection.

3.1 What information is retained by the facilities within the Area?

Identify and list all information collected from question 1.1 that is retained by the facilities within the Area.

This question is related to privacy controls DM-1, Minimization of Personally Identifiable Information, and DM-2, Data Retention and Disposal

The Area New Hampshire itself, does not retain information.

- Name
- Social Security Number (SSN)
- Date of Birth
- Mother's Maiden Name
- Financial account information
- Health insurance beneficiary account numbers
- Certificate/license numbers
- Vehicle License Plate Numbers
- Internet Protocol (IP) Address Numbers
- Current medications
- Previous medical records
- Race/ethnicity
- Mailing Address
- Phone Numbers
- Tax Identification Number
- Medical Record Number
- Next of Kin
- Guardian Information
- ePHI
- Military history/service connection
- Service connection disabilities
- Employment information
- Veteran dependent information
- Fax Numbers
- Email address
- Emergency contact info
- Disclosure requestor information
- Death certification information
- Criminal background investigation
- Education Information
- Gender
- Tumor PII/PHI statistics
- Service Information
- Benefits Information
- Funeral Information
- Marital Status
- Relationship to Veteran
- Military service data
- Physical description of person (including height, weight, eye color, hair color and more)
- Names of family members, and relationship
- Age

- Veteran benefit information
- Medical diagnoses
- Procedures
- Test results
- Place of burial
- Burial service
- Headstone data

3.2 How long is information retained by the facilities?

In some cases, VA may choose to retain files in active status and archive them after a certain period of time. State active file retention periods, as well as archived records, in number of years, for the information and record types. For example, financial data held within your Area may have a different retention period than medical records or education records held within your Area, please be sure to list each of these retention periods.

The VA records officer should be consulted early in the development process to ensure that appropriate retention and destruction schedules are implemented.

This question is related to privacy control DM-2, Data Retention and Disposal.

Length of Retention Table

| Site Type: VBA/VHA/NCA or Program Office | Length of Retention |
|---|--|
| VHA | <ul style="list-style-type: none"> • Financial Records: Different forms of financial records are retained 1-7 years based on specific retention schedules. Please refer to VA Record Control Schedule (RCS)10-1, Part Two, Chapter Four- Finance Management • Patient medical records are retained for a total of 75 years after the last episode of care. (Department of Veterans Affairs Record Control Schedule (RCS)10-1, Part Three, Chapter Six- Healthcare Records, Item 6000.1a. and 6000.1d. • Official Human Resources Personnel File: Folder will be transferred to the National Personnel Records Center (NPRC) within 30 days from the date an employee leaves the VA. NPRC will destroy 65 years after separation from Federal service. (Department of Veterans Affairs Record Control Schedule (RCS)10-1, Part Two, Chapter Three- Civilian Personnel, Item No. 3000.1 • Office of Information & Technology (OI&T) Records: These records are created, maintained and disposed of in accordance with Department of Veterans Affairs, Office of Information & Technology RCS 005-1. • Medical Records Folder File or CHR: The Consolidated Health Record contains all professional and administrative material necessary to document the episodes of medical care and benefits provided to individuals by the VA health |

| <i>Site Type: VBA/VHA/NCA or Program Office</i> | <i>Length of Retention</i> |
|---|--|
| | <p>care system. The medical records folder will be retained in the VA health care facility until 3 years after last episode of care, and then converted to an inactive medical record. Once designated an inactive medical record, it will be moved to a VA records storage facility. Patient medical records are retained for a total of 75 years after the last episode of care. (Department of Veterans Affairs Record Control Schedule RCS 10-1, Chapter Six-Healthcare Records: Health Information Management Service, Code 6000.1, Page III-6-1 (November 2017). • Electronic Mail Records: All records are temporary unless otherwise indicated. Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any attachments to the record messages will be deleted from the email system after they have been • copied to a recordkeeping system. See http://www.oprm.va.gov/docs/RCS005-1-OI T-8-21-09.pdf Section M, Item 14 for specific guidelines.</p> |
| VBA | <ul style="list-style-type: none"> • Compensation, pension, and vocational rehabilitation claims folders are retained at the servicing regional office until they are inactive for three years, after which they are transferred to the Records Management Center (RMC) for the life of the Veteran. • Official legal documents (e.g., birth certificates, marriage licenses) are returned to the claimant after copies are made for the claimant's file. At the death of the Veteran, these records are sent to the Federal Records Center (FRC) and maintained by the National Archives and Records Administration (NARA) in accordance with NARA policy. • Once a file is electronically imaged and accepted by VBA, its paper contents (with the exception of documents that are the official property of the Department of Defense, and official legal documents), are destroyed in accordance with Records Control Schedule VB-1 Part 1 Section XIII, as authorized by NARA. • Documents that are the property of the Department of Defense are either stored at the RMC or transferred to NARA and maintained in accordance with NARA policy. • Vocational Rehabilitation counseling records are maintained until the exhaustion of a Veteran's maximum entitlement or upon the exceeding of a Veteran's delimiting date of eligibility (generally, ten or twelve years from discharge or release from active duty), whichever occurs first, and then destroyed. • Automated storage media containing temporary working information are retained until a claim is decided, and then |

| <i>Site Type: VBA/VHA/NCA or Program Office</i> | <i>Length of Retention</i> |
|---|--|
| | <p>destroyed. All other automated storage media are retained and disposed of in accordance with disposition authorization approved by NARA.</p> <ul style="list-style-type: none"> • Education electronic folders are retained at the servicing Regional Processing Office. Education folders may be destroyed in accordance with the times set forth in the Veterans Benefits Administration Records Management, Records Control Schedule VB-1, Part 1, Section VII, as authorized by NARA. • Employee productivity records are maintained for two years after which they are destroyed by shredding. |

3.3 Has the retention schedule been approved by the VA records office and the National Archives and Records Administration (NARA)? If so, please indicate the name of the records retention schedule.

An approved records schedule must be obtained for any IT system that allows the retrieval of a record via a personal identifier. The VA records officer will assist in providing a proposed schedule. The schedule must be formally offered to NARA for official approval. Once NARA approves the proposed schedule, the VA records officer will notify the Area owner.

This question is related to privacy control DM-2, Data Retention and Disposal.

Retention Schedule Table

| <i>Site Type: VBA/VHA/NCA or Program Office</i> | <i>Retention Schedule</i> |
|---|---|
| VHA | <u>Records Control Schedule 10-1</u> <u>Records Control Schedule 005-1</u> |
| VBA | <u>Veterans Benefits-1</u> |

3.4 What are the procedures for the elimination of PII/PHI?

Explain how records are destroyed or eliminated at the end of the retention period. Please give the details of the process. For example, are paper records shredded on site, or by a shredding company and accompanied by a certificate of destruction, etc?

This question is related to privacy control DM-2, Data Retention and Disposal

Information within the Area New Hampshire is destroyed by the disposition guidance of RCS 10-1, RCS 005-1, VB-1. Paper documents are destroyed to an unreadable state in accordance with the Department of Veterans’ Affairs VA Directive 6371, (April 8, 2014)

Electronic data and files of any type, including Protected Health Information (PHI), Sensitive Personal Information (SPI), Human Resources records, and more are destroyed in accordance with the [Department of Veterans' Affairs Directive 6500 VA Cybersecurity Program \(January 23, 2019\)](#). When required, this data is deleted from their file location and then permanently deleted from the deleted items or Recycle bin. Magnetic media is wiped and sent out for destruction per VA Directive 6500. Digital media is shredded or sent out for destruction per VA Directive 6500.

Paper records are shredded on-site by a shredding company, witnessed by the Records Management Officer, and are accompanied by a certificate of destruction. Non-paper records maintained on magnetic media are destroyed by erasing the magnetic media using an approved software to digitally overwrite the media. The media is then shredded on-site by the contracted shredding company, witnessed by the Records Management Officer per VBA Directive 6300.

3.5 Does the Area include any facility or program that, where feasible, uses techniques to minimize the risk to privacy by using PII for research, testing, or training?

Organizations often use PII for testing new applications or information systems prior to deployment. Organizations also use PII for research purposes and for training. These uses of PII increase the risks associated with the unauthorized disclosure or misuse of the information. Please explain what controls have been implemented to protect PII used for testing, training and research. Have policies and procedures been developed to minimize the use of PII for testing, training, and research?

This question is related to privacy control DM-3, Minimization of PII Used in Testing, Training and Research

All Research proposals are required to be reviewed and approved by the Facility Privacy Officer and Information Security Officer. Only the minimum necessary may be collected and used. Each protocol requires either a HIPAA Waiver, a HIPAA Authorization, or both. In addition, a Limited Data Set may be used only if the affected agencies enter into a Data Use Agreement. All research data collected, and use must follow local policy and VA Handbook 1200.05, Research Activities. This includes testing.

Information used solely for training purposes must not contain patient identification. The information within Area New Hampshire has test patients (not actual patients) that may be used for the purpose of testing and education. Any presentations that contain information based on patients must be routed through the Facility Privacy Officer to ensure all 18 HIPAA identifiers have been removed.

3.6 PRIVACY IMPACT ASSESSMENT: Retention of information

Discuss the risks associated with the length of time data is retained and what steps, if any, are currently being taken to mitigate those identified risks.

While we understand that establishing retention periods for records is a formal process, there are policy considerations behind how long a project keeps information. The longer a project retains information, the longer it needs to secure the information and assure its accuracy and integrity. The proposed schedule should match the requirements of the Privacy Act to keep the minimum amount of PII for the minimum amount of time, while meeting the Federal Records Act. The schedule should align with the stated purpose and mission of the Area.

Consider the following FIPPs below to assist in providing a response:

Principle of Minimization: Does the project retain only the information necessary for its purpose? Is the PII retained only for as long as necessary and relevant to fulfill the specified purposes?

Principle of Data Quality and Integrity: Has the PIA described policies and procedures for how PII that is no longer relevant and necessary is purged?

This question is related to privacy controls DM-1, Minimization of Personally Identifiable Information, and DM-2, Data Retention and Disposal.

Follow the format below:

Privacy Risk: There is a risk that the information maintained by Area New Hampshire could be retained for longer than is necessary to fulfill the VA mission. Records held longer than required are at greater risk of being unintentionally released, breached, or exploited for reasons other than what is described in the privacy documentation associated with the information.

Mitigation: To mitigate the risk posed by information retention, Area New Hampshire adheres to the VA RCS schedules for each category or data it maintains. When the retention data is reached for a record, the medical center will carefully dispose of the data by the determined method as described in question 3.4. The Area New Hampshire ensures that all personnel involved with the collection, use and retention of data are trained in the correct process for collecting, using and retaining this data. A Records Management Officer (RMO), Privacy Officer (PO) and an Information System Security Officer (ISSO) are assigned to the Area to ensure their respective programs are understood and followed by all to protect sensitive information from the time it is captured by the VA until it is finally disposed of. Each of these in-depth programs have controls that overlap and are assessed annually to ensure requirements are being met and assist staff with questions concerning the proper handling of information.

Section 4. Internal Sharing/Receiving/Transmitting and Disclosure

The following questions are intended to define the scope of information sharing/receiving/transmitting within VA.

4.1 With which internal organizations are facilities within the Area sharing/receiving/transmitting information with? What information is shared/received/transmitted, and for what purpose? How is the information transmitted?

Note: Question #3.5 (second table) in the Area Privacy Threshold Analysis should be used to answer this question.

Identify and list the names of any program offices, contractor-supported IT systems, and any other organization or IT Area within VA with which information is shared.

State the purpose for the internal sharing. If you have specific authority to share the information, provide a citation to the authority.

For each interface with a system outside each facility, state what specific data elements (PII/PHI) are shared with the specific program office, contractor-supported IT system, and any other organization or IT system within VA.

Describe how the information is transmitted. For example, is the information transmitted electronically, by paper, or by some other means? Is the information shared in bulk, on a case-by-case basis, or does the sharing partner have direct access to the information?

This question is related to privacy controls AP-2, Purpose Specification, AR-3, Privacy Requirements for Contractors and Service Providers, AR-8, Accounting of Disclosures, TR-1, Privacy Notice, and UL-1, Internal Use.

Data Shared internally by facilities within the Area including VA Enterprise Systems Organizations

| List the Program Office or IT System information is shared/received with | List the purpose of the information being shared /received with the specified program office or IT system | List the specific PII/PHI data elements that are processed (shared/received/transmitted) with the Program Office or IT system | Describe the method of transmittal | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|--|--|--|---|
| Veterans Benefits Management System (VBMS) | Processing of VBA benefits, i.e., disability compensation, pension, etc. | Name, DOB, SSN, claim number, DD214, demographics, complete benefit record | Compensation and Pension Record Interchange (CAPI) electronic software package. | Manchester VARO and VAMC |
| Compensation and Pension Record Interchange (CAPRI) | Processing of VBA benefits, i.e., disability compensation, pension, etc. | Name, DOB, SSN, address, health status, treatment, and medical information | Compensation and Pension Record Interchange (CAPI) electronic software package. | Manchester VARO |
| Veterans Health Information Systems and Technology Architecture (Vista) | Administration of VHA programs and healthcare services, i.e., fiscal, pharmacy, radiology, etc. | System Log files, sample clinical data that may contain Protected Health Information (PHI) | Electronically pulled from Vista through Computerized Patient Record System (CPRS) | Manchester VAMC |
| Computerized Patient Record System (CPRS) | Electronic Health Record | Name, DOB, SSN, demographics, medical history, diagnosis, treatment, complete medical record | Electronically pulled in CPRS | Manchester VAMC |

| List the Program Office or IT System information is shared/received with | List the purpose of the information being shared /received with the specified program office or IT system | List the specific PII/PHI data elements that are processed (shared/received/transmitted) with the Program Office or IT system | Describe the method of transmittal | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|--|---|--|---|
| Non-VA Care (NVCC) | Health/medical payment authorization | Financial Assessment, Service-Connected disability diagnosis, Health Status | Electronically pulled from Fee Basis Claim System (FBCS) | Manchester VAMC |
| Health Eligibility Center (HEC) | Eligibility and Benefits | Veteran eligibility service dates, demographics, service connection | Scanned documents uploaded into shared software program | Manchester VAMC |
| Office of General Counsel (OGC) | Tort Clams, Healthcare | Name, address, SSN, DOB, medical and insurance information | Transmitted upon request in an electronic, written, or verbal format | Manchester VAMC |
| Office of Inspector General (OIG) | Audits and review of incidents | Employee names, facility records, patient records | Computer, Fax, encrypted email, mail | Manchester VARO and VAMC |
| Consolidated Mail Outpatient Pharmacy (CMOP) | Medication orders and refills | Complete patient profile of controlled medication and substances, Name, DOB, SSN, demographics, diagnosis | Encrypted data transmitted through the VA's wide area network to the corporate data center operations (CDCO) facility | Manchester VAMC |
| Consolidated Patient Account Center (CPAC) | Patient billing statements | Name, address, SSN, date of birth, medical information, insurance information | Electronically pulled from VistA thru CPRS | Manchester VAMC |
| Office of Research and Development (ORD) | VA Research | Name, SSN, DOB, Mail and Email Address, Phone Numbers, Emergency Contact Information, Current medications, Medical Records and Race/Ethnicity as appropriate to the project | Electronically thru encrypted emails, mail of encrypted CDs, secure facsimile, via secure web portal or hard copies via trackable mail | Manchester VAMC |
| Tumor Register | Analyze data on cancer patients and | Diagnosis, procedures, tumor status, treatment outcome, survivor | Electronic tumor register package | Manchester VAMC |

| List the Program Office or IT System information is shared/received with | List the purpose of the information being shared /received with the specified program office or IT system | List the specific PII/PHI data elements that are processed (shared/received/transmitted) with the Program Office or IT system | Describe the method of transmittal | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|--|---|--|---|
| | survivors | tracking, treatment type, demographics, hormone radiation, chemotherapy problem lists. | | |
| Health Resource Center (HRC) | Sharing of patient information | Name, address, SSN, date of birth, medical information, insurance information | Encrypted data transmitted through the VA's wide area network to the CDCO facility | Manchester VAMC |
| Office of Procurement, Acquisition, and Logistics (OPAL) | Centralized procurement and contracting center | Financial information, contractual information, purchase agreements for medical supplies, high technology medical equipment, allied healthcare staffing | Encrypted data transmitted through the VA's wide area network to the Technology Acquisition Center (TAC) and National Acquisition Center (NAC) | Manchester VAMC and VARO |
| HIV Register | Data analysis | Name, DOB, demographics, diagnosis, procedures, HIV/AIDS status, surviving treatment outcome | HTTPs | Manchester VAMC |
| VetPro/PrivPlus | Healthcare Inspection Tracking of Medical Licenses | Medical license number, Name, DOB, demographics | Encrypted data transmitted through the VA's wide area network to the CDCO facility | Manchester VAMC |
| VHA Support Service Center (VSSC) | Healthcare and data analysis | Name, DOB, SSN, demographics, medical history, diagnosis | Encrypted data transmitted through the VA's wide area network to the CDCO facility | Manchester VAMC |
| Disaster Emergency Medical Personnel System (DEMPS) | Information on VA employees who volunteer to be deployed as | Name, station and VISN assignment, station address and phone number, home phone number, emergency contact and phone | HTTPs | Manchester VAMC |

| List the Program Office or IT System information is shared/received with | List the purpose of the information being shared /received with the specified program office or IT system | List the specific PII/PHI data elements that are processed (shared/received/transmitted) with the Program Office or IT system | Describe the method of transmittal | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|--|--|--|--|---|
| | health care providers in times of national emergencies | number, professional/job series, grade, specialty, current job assignment, description of advanced degree/certification (if any); physical limitations (if any); prior experience in disaster response (if any); specialized training; related military medical training | | |
| Automated Sale Reporting (ASR), Corporate Workstation (CWS), Electronic Card (ECD), Electronic Payroll Deduction (EPD) | Payroll deduction | Financial Information, Name, DOB, SSN, demographics | HTTPs | Manchester VARO and VAMC |
| Web Human Resources (WebHR) | Hiring process, employment benefits, disciplinary actions | Name, DOB, demographics, Complete Employee file | HTTPs | Manchester VARO and VAMC |
| Occupational Safety & Health Management System (OSHMS) | Identify and control health and safety risks and incidents | Incident information, risks, Patient Name, DOB | Occupational Safety & Health Management System (OSHMS) | Manchester VAMC |
| Occupational Health Records System (OHRS) | Employee record system | Name, DOB, SSN, demographics, diagnosis, medical history | Occupational Health Records System (OHRS) | Manchester VAMC |
| Employee Compensation Operations & | Employee Workers Compensatio | Name, DOB, SSN, demographics, employee record. | HTTPs | Manchester VAMC |

| List the Program Office or IT System information is shared/received with | List the purpose of the information being shared/received with the specified program office or IT system | List the specific PII/PHI data elements that are processed (shared/received/transmitted) with the Program Office or IT system | Describe the method of transmittal | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|---|--|---|---|
| Management Portal (ECOMP) | n | | | |
| FOIA Xpress | Freedom of Information requests | Requestor name, demographics | HTTPs | Manchester VARO and VAMC |
| ServiceNow – Privacy and Security Event Tracking System (PSET) | Privacy Breach and Security Incident Reporting and Tracking | Name, email address, IP address | HTTPs | Manchester VARO and VAMC |
| MyHealthVet Secure Messaging | Record system for Veterans to review their record, request medications, and email offices at their treating VA facility | Name, DOB, address, medical records, diagnosis, emails | CPRS | Manchester VAMC |
| Microsoft Teams | Enterprise-wide information and communication sharing | Patient name, last 4, DOB, diagnosis, demographics, internal proprietary information | HTTPs | Manchester VARO and VAMC |
| Microsoft SharePoint | Enterprise-wide information and communication sharing | Patient demographics, employee data, proprietary VA data, facility data, other sensitive information appropriate to the purpose of the shared site | HTTPs | Manchester VARO and VAMC |

4.2 PRIVACY IMPACT ASSESSMENT: Internal sharing and disclosure

Discuss the privacy risks associated with the sharing of information within the Department and what steps, if any, are currently being taken to mitigate those identified risks.

This question is related to privacy control UL-1, Internal Use.

Follow the format below:

Privacy Risk: The internal sharing of data is necessary individuals to receive benefits at the Area New Hampshire. However, there is a risk that the data could be shared with an inappropriate VA organization or institution which could result in a breach of privacy and disclosure of PII/PHI to unintended parties or recipients.

Mitigation: Safeguards implemented to ensure data is not sent to the wrong VA organization are employee security and privacy training and awareness and required reporting of suspicious activity. Use of secure passwords, access for need-to-know basis, Personal Identification Verification (PIV) Cards, Personal Identification Numbers (PIN), encryption, and access authorization are all measures that are utilized within the facilities. Access to sensitive information and the systems where the information is stored is controlled by the VA using a “least privilege/need to know” policy. Access must be requested and only the access required by VA persons or processes acting on behalf of VA persons is to be requested or granted.

Section 5. External Sharing/Receiving and Disclosure

The following questions are intended to define the content, scope, and authority for information sharing external to VA, which includes Federal, State, and local governments, and the private sector.

5.1 With which external organizations (outside VA) is information shared/received? What information is shared/received, and for what purpose? How is the information transmitted and what measures are taken to ensure it is secure?

Is the sharing of information outside the agency compatible with the original collection? If so, is it covered by an appropriate routine use in a SORN? If not, please describe under what legal mechanism the facility is allowed to share the information in identifiable form or personally identifiable information outside of VA.

Note: Question #3.6 in the Area Privacy Threshold Analysis should be used to answer this question.

Identify and list the names of any Federal, State, or local government agency or private sector organization with which information is shared.

For each interface with a Area outside VA, state what specific data elements (PII/PHI) are shared with each specific partner.

What legal mechanisms, authoritative agreements, documentation, or policies are in place detailing the extent of the sharing and the duties of each party? For example, is the sharing of data compatible with your SORN? Then list the SORN and the applicable routine use from the SORN. Is there a

Memorandum of Understanding (MOU), Computer Matching Agreement (CMA), or law that mandates the sharing of this information?

Describe how the information is transmitted to entities external to VA and what security measures have been taken to protect it during transmission.

This question is related to privacy control UL-2, Information Sharing with Third Parties

Data Shared with External Organizations

| List External Program Office or IT System information is shared/received with | List the purpose of information being shared / received / transmitted with the specified program office or IT System | List the specific data element types such as PII/PHI that are shared/received with the Program or IT System | List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one) | List the method of transmission and the measures in place to secure data | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|--|---|--|--|--|---|
| Social Security Administration (SSA) | Eligibility for Federal benefits | Name, SSN, DOB Sex, pertinent demographics appropriate to the agreement | Title 38, U.S.C 5701. SORN 24VA10, SORN 02VA135, SORN 58VA21/22/28, Routine use 1, Routine Use 2 VHA Handbook 1605-1 ROI | Secure Web- Portal, Secure Socket Layer, secure web connections using FIPS 140-2 | Manchester VARO and VAMC |
| Internal Revenue Services (IRS) | Income verification | Name, SSN, DOB Sex, financial info, pertinent demographics appropriate to the agreement | Computer Matching Agreement, VA SORN 147VA10 | Secure Web- Portal, Secure Socket Layer, secure web connections using FIPS 140-2 | Manchester VARO and VAMC |
| Department of Defense (DoD) | Determine military service dates, eligibility | Name, DOB, Sex, SSN, health info, pertinent demographics appropriate to the agreement | SORN 147VA10, SORN 24VA10, SORN 58VA21/22/28, ROI HB 1605-1 Routine use 1, 84 FR 20968, 84 FR 51673 | Bi-directional Health Information Exchange, Electronic via EDI interface, | Manchester VARO and VAMC |

| List External Program Office or IT System information is shared/received with | List the purpose of information being shared / received / transmitted with the specified program office or IT System | List the specific data element types such as PII/PHI that are shared/received with the Program or IT System | List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one) | List the method of transmission and the measures in place to secure data | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|--|---|---|--|--|
| | | | | paper via US Postal Service | |
| Electronic Questionnaires for Investigations Processing (eQIP) | Background investigations | Name, DOB, SSN, Sex, demographics, employment information | SORN 79VA10 (Oct 31, 2012 as amended; Routine Use #21, 77 FR 79694, 71 FR 35347, 71 FR 35350 & 35351, 79 FR 16834, 78 FR 60331, 75 FR 35099 | HTTPs | Manchester VARO and VAMC |
| Electronic Official Personnel Folder (eOPF) | Personnel documents | Name, DOB, SSN, Sex, demographics, employment information | SORN 79VA10 (Oct 31, 2012 as amended; Routine Use #21, 77 FR 79694, 71 FR 35347, 71 FR 35350 & 35351, 79 FR 16834, 78 FR 60331, 75 FR 35099 | HTTPs | Manchester VARO and VAMC |
| Private Attorneys | Represent veterans during the claims and appeals process | Name, DOB, SSN, address, telephone number, benefits, income, medical disabilities | Title 38, USC, Chap. 5 § 501(b); SORN 58VA21/22/28 (February 14, 2019) | Two-factor authentication issued by VA,VBMS | Manchester VARO |
| Veteran Service Organizations (VSO) including Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV), American Legion | Represent veterans during the claims and appeals process | Name, DOB, SSN, address, telephone number, benefits, income, medical disabilities | Title 38, USC, Chap. 5 § 501(b); SORN 58VA21/22/28 (February 14, 2019) | Two-factor authentication issued by VA,VBMS | Manchester VARO |

| List External Program Office or IT System information is shared/received with | List the purpose of information being shared / received / transmitted with the specified program office or IT System | List the specific data element types such as PII/PHI that are shared/received with the Program or IT System | List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one) | List the method of transmission and the measures in place to secure data | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|---|---|---|--|--|
| (AL), New Hampshire Veterans Services | | | | | |
| New Hampshire Department of Health-Infectious Disease (NH-DHHS) | Information used to compile data on infectious diseases | Health information regarding infectious diseases and next-of-kin | Title 38, United States Code, Section 5701, Standing letter DHHS, DPHS, Bureau of Infectious Disease | Secure fax | Manchester VAMC |
| New Hampshire Drug Monitoring Program (NH-PDMP) | Enhancing patient care, curtailing the misuse and abuse of controlled substances, combating illegal trade and diversion of controlled substances, and enabling access to prescription information by practitioners, dispensers, and other authorized individuals and agencies | Name, SSN, DOB, demographics, medical history, medication | NH RSA 318-B:31-42, 38 U.S.C. §§ 7301(b), 5701(l), 7332(b)(2)(G); 38 CFR §§ 1.483, 1.515, ROI HB 1605-1 Routine Use #59 | VA Trusted Internet Connection (TIC) gateway | Manchester VAMC |
| New Hampshire Bureau of Elderly and Adult Services (NH-BEAS) | Collaboration with states to provide healthcare data | Name and address | Standing Letter with DHHS BEAS | Secure fax | Manchester VAMC |
| Alpha Transcription | Medical transcription | Patient name, SSN, DOB, | National ISA/MOU | Site-to-Site (S2S) VPN | Manchester VAMC |

| List External Program Office or IT System information is shared/received with | List the purpose of information being shared / received / transmitted with the specified program office or IT System | List the specific data element types such as PII/PHI that are shared/received with the Program or IT System | List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one) | List the method of transmission and the measures in place to secure data | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|--|---|---|--|--|
| | | Sex, diagnosis, notes as well as health information and pertinent demographics appropriate to the agreement | | Tunnel | |
| West Virginia Medical Institute (WVMI) | Electronic Peer Review Program (EPRP) | Patient name, address, phone number, SSN, DOB, diagnosis, notes, and prescriptions as well as other abstracted data from VistA and CPRS | National ISA/MOU | Site-to-Site (S2S) VPN Tunnel | Manchester VAMC |
| Capital Region Health Care | Transmit diagnostic imagery for patient treatment | Patient name, SSN, DOB, sex, weight, telephone number, date of exam and other unique identifying characteristics, e.g., hearing aids, dentures, body piercing, etc. | Local ISA/MOU | Site-to-Site (S2S) VPN Tunnel | Manchester VAMC |
| PHILIPS | Remote support service, i.e., diagnose, repair, monitor and update of | Patient images, demographic data, name, SSN, DOB | National ISA/MOU | Site-to-Site (S2S) VPN Tunnel | Manchester VAMC |

| List External Program Office or IT System information is shared/received with | List the purpose of information being shared / received / transmitted with the specified program office or IT System | List the specific data element types such as PII/PHI that are shared/received with the Program or IT System | List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one) | List the method of transmission and the measures in place to secure data | Applicable Sites within Area (VBA, VHA, NCA, Program Office) |
|---|--|---|---|--|--|
| | Philips Medical devices | | | | |
| QUEST | Remote support services, i.e., diagnostics, maintenance, monitoring and repair of Quest devices | Patient name, DOB, Sex, SSN, laboratory order, specimen source, comments | National ISA/MOU | Site-to-Site (S2S) VPN Tunnel | Manchester VAMC |
| SCRIPTPRO | Remote support services, i.e., diagnostics, maintenance, monitoring and repair of ScriptPro devices | SSN, DOB, facility address, ordering provider information | National ISA/MOU | Site-to-Site (S2S) VPN Tunnel | Manchester VAMC |
| SYSMEX | Remote support services, i.e., diagnostics, maintenance, monitoring and repair of Sysmex devices | Name, SSN, test results | National ISA/MOU | Site-to-Site (S2S) VPN Tunnel | Manchester VAMC |

The information with each application is categorized in accordance with FIPS 199 and NIST SP 800-60. As part of the categorization any PII is identified.

The VA has policies which direct and guide the activities and processes performed by the VA. The policies are periodically reviewed to ensure completeness and applicability.

The NIST SP 800-53 controls are selected based on the categorization. The controls provide protection for Veteran PII while developed or stored by an application or IT system, physically transported, between facilities, least privilege, stored offsite, or transmitted between IT centers.

Internal protection is managed by access controls such as user authentication (user IDs, passwords and Personal Identification Verification (PIV)), awareness and training, auditing, and

internal network controls. Remote protection is provided by remote access control, authenticator management, audit, and encrypted transmission.

5.2 PRIVACY IMPACT ASSESSMENT: External sharing and disclosure

Discuss the privacy risks associated with the sharing of information outside the Department and what steps, if any, are currently being taken to mitigate those identified risks.

Discuss whether access controls have been implemented and whether audit logs are regularly reviewed to ensure appropriate sharing outside of the Department. For example, is there a Memorandum of Understanding (MOU), contract, or agreement in place with outside agencies or foreign governments.

Discuss how the sharing of information outside of the Department is compatible with the stated purpose and use of the original collection.

This question is related to privacy control AR-2, Privacy Impact and Risk Assessment, AR-3, Privacy Requirements for Contractors and Service Providers, and AR-4, Privacy Monitoring and Auditing

Follow the format below:

Privacy Risk: The sharing of data is necessary for individuals to receive benefits at the Area New Hampshire. However, there is a risk that the data could be shared with an inappropriate and/or unauthorized external organization or institution.

Mitigation: Safeguards implemented to ensure data is not shared inappropriately with organizations are employee security and privacy training and awareness and required reporting of suspicious activity. Use of secure passwords, access for need-to-know purposes, Personal Identification Verification (PIV) Cards, Personal Identification Numbers (PIN), encryption and access authorization are all measures that are utilized within the administrations. Standing letters for information exchange, business associate agreements and memorandums of understanding between agencies and VA are monitored closely by the Privacy Officer (PO), ISSO to ensure protection of information.

All personnel accessing Veteran's information must first have a successfully adjudicated background screening or Special Agreement Check (SAC). This background check is conducted by the Office of Personnel Management A background investigation is required commensurate with the individual's duties.

Section 6. Notice

The following questions are directed at providing notice to the individual of the scope of information collected, the right to consent to uses of the information, and the right to decline to provide information.

6.1 Was notice provided to the individual before collection of the information? If yes, please provide a copy of the notice in [Appendix A](#). (A notice may include a posted privacy policy, a

Privacy Act notice on forms, or a system of records notice published in the Federal Register.) If notice was not provided, why not?

This question is directed at the notice provided before collection of the information. This refers to whether the person is aware that his or her information is going to be collected. A notice may include a posted privacy policy, a Privacy Act statement on forms, or a SORN published in the Federal Register. If notice was provided in the Federal Register, provide the citation.

If notice was not provided, explain why. If it was provided, attach a copy of the current notice.

Describe how the notice provided for the collection of information is adequate to inform those affected by the facilities within the Area that their information has been collected and is being used appropriately. Provide information on any notice provided on forms or on Web sites associated with the collection.

This question is related to privacy control TR-1, Privacy Notice, and TR-2, Area of Records Notices and Privacy Act Statements, and TR-3, Dissemination of Privacy Program Information.

The Area New Hampshire provides notice of information collection in several additional ways. The initial method of notification is in person during individual interviews or in writing via the Privacy Act statement on forms and applications completed by the individual. Additionally, the Department of Veterans Affairs also provides notice by publishing the following [VA System of Record Notices](#) (VA SORN) in the Federal Register and online.

Applicable SORs

| Site Type: VBA/VHA/NCA or Program Office | Applicable SORs |
|---|--|
| VHA | <ul style="list-style-type: none"> • Non-VA Fee Basis Records-VA, SOR 23VA10NB3 • Patient Medical Records-VA, SOR 24VA10A7 • Veteran, Patient, Employee, and Volunteer Research and Development Project Records- VA, SOR 34VA10 • Health Care Provider Credentialing and Privileging Records-VA, SOR 77VA10E2E • Veterans Health Information Systems and Technology Architecture (VistA) Records-VA, SOR 79VA10 • Income Verification Records-VA, SOR 89VA10 • Automated Safety Incident Surveillance and Tracking System-VA, SOR 99VA13 • The Revenue Program Billings and Collection Records-VA, SOR 114VA10 • National Patient Databases-VA, SOR 121VA10 • Enrollment and Eligibility Records- VA 147VA10 • VHA Corporate Data Warehouse- VA 172VA10 • Health Information Exchange - VA 168VA005 • Computer Matching Agreement – VA 147VA10 • Personnel Documents – VA 79VA19 |

| <i>Site Type: VBA/VHA/NCA or Program Office</i> | <i>Applicable SORs</i> |
|---|---|
| | <ul style="list-style-type: none"> • Applicants for Employment under Title 38, USC-VA, SORN 02VA135 • Individuals Serving on a Fee Basis or Without Compensation (Consultants, Attendings, and Others or Paid Indirectly through a Disbursement Agreement) Personnel Records-VA, SORN 14VA05 (Nov. 18, 2010) |
| VBA | <ul style="list-style-type: none"> • Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records-VA, SOR 58VA21/22/28 |
| Special Purpose Systems | <ul style="list-style-type: none"> • Applicants for Employment Under Title 38 – VA SOR 02VA135 • Employee Medical File System Records – VA SOR 08VA05 • Patient Advocate Tracking System Replacement (PATs-R) – VA SOR 100VA10H • Police and Security Records – VA SOR 103VA07B • Enrollment and Eligibility Records – VA SOR 147VA10 • Customer Relationship Management System (CRMS) – VA SOR 155VA10 • VHA Corporate Data Warehouse – VA SOR 172VA10 • Non-VA Care (Fee) Records – VA SOR 23VA10NB3 • Patient Medical Records – VA SOR 24VA10A7 • Veterans and Beneficiaries Purchased Care Community Health Care Claims, Correspondence, Eligibility, Inquiry and Payment Files – VA SOR 54VA10NB3 • Health Care Provider Credentialing and Privileging Records – VA SOR 77VA10E2E • Veterans Health Information Systems and Technology Architecture (VistA) Records – VA SOR 79VA10 • Automated Safety Incident Surveillance and Tracking System – VA SOR 99VA13 • HealthShare Referral Manager (HSRM) – VA SOR 180VA10D • Community Care (CC) Provider Profile Management System (PPMS) – VA SOR 186VA10D • Veteran, Patient, Employee, and Volunteer Research and Development Project Records – VA SOR 34VA10 • National Patient Databases – VA SOR 121VA10 |

This Privacy Impact Assessment (PIA) also serves as notice of the Area New Hampshire. As required by the eGovernment Act of 2002, Pub.L. 107–347 §208(b)(1)(B)(iii), the Department of Veterans Affairs “after completion of the [PIA] under clause (ii), make the privacy impact assessment publicly available through the website of the agency, publication in the Federal Register, or other means.”

The VHA Notice of Privacy Practice (NOPP) is a document which explains the collection and use of protected health information to individuals interacting with VA. The NOPP is mailed every three years or when there is a major change to all enrolled Veterans.

The following Written notice is on all VA forms: **PRIVACY ACT INFORMATION:** No allowance of compensation or pension may be granted unless this form is completed fully as required by law (38 U.S.C. 5101). The responses you submit are considered confidential (38 U.S.C. 5701). VA may disclose the information that you provide, including Social Security numbers, outside VA if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22 Compensation, Pension, Education, and Rehabilitation Records - VA. The requested information is considered relevant and necessary to determine maximum benefits under the law. Information submitted is subject to verification through computer matching.

Employees and contractors are required to review, sign, and abide by the National Rules of Behavior on an annual basis.

6.2 Do individuals have the opportunity and right to decline to provide information? If so, is a penalty or denial of service attached?

This question is directed at whether the person from or about whom information is collected can decline to provide the information and if so, whether a penalty or denial of service is attached.

This question is related to privacy control IP-1, Consent, IP-2, Individual Access, and IP-3, Redress

The Are New Hampshire only requests information necessary to administer benefits to veterans and other potential beneficiaries. While an individual may choose not to provide information, this may prevent them from obtaining the benefits necessary to them.

Employees and VA contractors are also required to provide the requested information to maintain employment or their contract with Area New Hampshire

6.3 Do individuals have the right to consent to uses of the information? If so, how does the individual exercise the right?

This question is directed at whether an individual may provide consent for specific uses or the consent is given to cover all uses (current or potential) of his or her information. If specific consent is required, how would the individual consent to each use?

*This question is related to privacy control IP-1, Consent
Information Consent Rights Table*

| Site Type: VBA VHA, NCA or Program Office | Information Consent Rights |
|--|---|
| VHA | Yes. Individuals must submit in writing to their facility PO. The request must state what information and/or to whom the information is restricted and must include their signature and date of the request. The request is then forwarded to facility Privacy Officer for review and processing. Individuals may also request to Opt-Out of the facility directory during an inpatient admission. If the individual chooses to opt-out, no information |

| | |
|--|--|
| Site Type: VBA VHA, NCA or Program Office | Information Consent Rights |
| | <p>on the individual is given out.</p> <p>Individuals can request further limitations on other disclosures. A veteran, legal guardian or court appointed Power of Attorney can submit a request to the facility Privacy Officer to obtain information.</p> |
| VBA | <p>Once information is provided to VBA, the records are used, as necessary, to ensure the administration of statutory benefits to all eligible Veterans, Service members, reservists, and their spouses, surviving spouses and dependents. As such, individuals are not provided with the direct opportunity to consent to uses of information. However, if an individual wishes to remove consent for a particular use of their information, they should contact the nearest VA regional office, a list of which can be found on the VBA website.</p> |

6.4 PRIVACY IMPACT ASSESSMENT: Notice

Describe the potential risks associated with potentially insufficient notice and what steps, if any, are currently being taken to mitigate those identified risks.

Consider the following FIPPs below to assist in providing a response:

Principle of Transparency: *Has sufficient notice been provided to the individual?*

Principle of Use Limitation: *Is the information used only for the purpose for which notice was provided either directly to the individual or through a public notice? What procedures are in place to ensure that information is used only for the purpose articulated in the notice?*

This question is related to privacy control TR-1, Privacy Notice, AR-2, Privacy Impact and Risk Assessment, and UL-1, Internal Use

Follow the format below:

Privacy Risk: There is a risk that veterans and other members of the public will not know that the Area New Hampshire exists or that it collects, maintains, and/or disseminates PII, PHI or PII/PHI about them.

Mitigation: This risk is mitigated by the common practice of providing the Notice of Privacy Practice (NOPP) when Veterans are enrolled for health care. s. Employees and contractors are required to review, sign and abide by the National Rules of Behavior on a yearly basis as required by VA Handbook 6500 as well as complete annual mandatory Information Security and Privacy Awareness training. Additional mitigation is provided by making the System of Record Notices (SOR) and Privacy Impact Assessment (PIA) available for review online, as discussed in question 6.1 and the Overview section of this PIA.

Section 7. Access, Redress, and Correction

The following questions are directed at an individual's ability to ensure the accuracy of the information collected about him or her.

7.1 What are the procedures that allow individuals to gain access to their information?

Cite any procedures or regulations your program has in place that allow access to information. These procedures, at a minimum, should include the agency's FOIA/Privacy Act practices, but may also include additional access provisions. For example, if your program has a customer satisfaction unit, that information, along with phone and email contact information, should be listed in this section in addition to the agency's procedures. See 5 CFR 294 and the [VA FOIA Web page](#) to obtain information about FOIA points of contact and information about agency FOIA processes.

If the facilities within the Area are exempt from the access provisions of the Privacy Act, please explain the basis for the exemption or cite the source where this explanation may be found, for example, a Final Rule published in the Code of Federal Regulations (CFR).

If the facilities within the Area are not a Privacy Act Area, please explain what procedures and regulations are in place that covers an individual gaining access to his or her information. This question is related to privacy control IP-2, Individual Access, and AR-8, Accounting of Disclosures.

An individual wanting notification or access, including contesting the record, should mail or deliver a request to the office identified in the SOR. If an individual does not know the "office concerned," the request may be addressed to the PO of any VA field station VHA facility where the person is receiving care or the Department of Veterans Affairs Central Office, 810 Vermont Avenue, NW, Washington, DC 20420. The receiving office must promptly forward the mail request received to the office of jurisdiction clearly identifying it as "Privacy Act Request" and notify the requester of the referral.

When requesting access to one's own records, patients are asked to complete [VA Form 10-5345a: Individuals' Request for a Copy of their Own Health Information](#), which can be obtained from the medical center or online at <https://www.va.gov/find-forms/about-form-10-5345a/>.

Additionally, veterans and their dependents can gain access to their Electronic Health Record (EHR) by enrolling in the my [HealthVet program](#), VA's online personal health record. More information about my HealthVet is available at <https://www.myhealth.va.gov/index.html>.

As directed in VA SOR Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records-VA, SOR 58VA21/22/28(July 19, 2012), individuals seeking information regarding access to and contesting of VA records may write, call, or visit the nearest VA regional office. A list of regional VA offices may be found on the [VBA Website](#).

7.2 What are the procedures for correcting inaccurate or erroneous information?

Describe the procedures and provide contact information for the appropriate person to whom such issues should be addressed. If the correction procedures are the same as those given in question 7.1, state as much.

This question is related to privacy control IP-3, Redress, and IP-4, Complaint Management.

Individuals are required to provide a written request to amend or correct their records to the appropriate Privacy Officer or System Manager as outlined in the Privacy Act SOR. Every Privacy Act SOR contains information on Contesting Record Procedure which informs the individual who to contact for redress. Further information regarding access and correction procedures can be found in the notices listed in **Appendix A**.

The VHA Notice of Privacy Practices also informs individuals how to file an amendment request with VHA.

7.3 How are individuals notified of the procedures for correcting their information?

How are individuals made aware of the procedures for correcting his or her information? This may be through notice at collection or other similar means. This question is meant to address the risk that even if procedures exist to correct information, if an individual is not made fully aware of the existence of those procedures, then the benefits of the procedures are significantly weakened.

This question is related to privacy control IP-3, Redress, and IP-4, Complaint Management.

Veterans are informed of the amendment process by many resources to include the VHA Notice of Privacy Practice (NOPP) which states:

Right to Request Amendment of Health Information.

You have the right to request an amendment (correction) to your health information in our records if you believe it is incomplete, inaccurate, untimely, or unrelated to your care. You must submit your request in writing, specify the information that you want corrected, and provide a reason to support your request for amendment. All amendment requests should be submitted to the facility Privacy Officer at the VHA health care facility that maintains your information.

If your request for amendment is denied, you will be notified of this decision in writing and provided appeal rights. In response, you may do any of the following:

- File an appeal
- File a “Statement of Disagreement”
- Ask that your initial request for amendment accompany all future disclosures of the disputed health information

Individuals seeking information regarding access to and contesting of VA benefits records may write, call or visit the nearest VA regional office.

Additional notice is provided through the SORS listed in 6.1 of this PIA and through the Release of Information Office where care is received.

7.4 If no formal redress is provided, what alternatives are available to the individual?

Redress is the process by which an individual gains access to his or her records and seeks corrections or amendments to those records. Redress may be provided through the Privacy Act and Freedom of Information Act (FOIA).

This question is related to privacy control IP-3, Redress, and IP-4, Complaint Management.

Example: Some projects allow users to directly access and correct/update their information online. This helps ensure data accuracy.

Formal redress via the amendment process is available to all individuals, as stated in questions 7.1-7.3

In addition to the formal procedures discussed in question 7.2 to request changes to one's health record, a veteran or other VAMC patient who is enrolled in myHealthvet can use the system to make direct edits to their health records.

7.5 PRIVACY IMPACT ASSESSMENT: Access, redress, and correction

Discuss what risks there currently are related to the Department's access, redress, and correction policies and procedures for this Area and what, if any, steps have been taken to mitigate those risks. For example, if a project does not allow individual access, the risk of inaccurate data needs to be discussed in light of the purpose of the project. For example, providing access to ongoing law enforcement activities could negatively impact the program's effectiveness because the individuals involved might change their behavior.

Consider the following FIPPs below to assist in providing a response:

Principle of Individual Participation: *Is the individual provided with the ability to find out whether a project maintains a record relating to him?*

Principle of Individual Participation: *If access and/or correction is denied, then is the individual provided notice as to why the denial was made and how to challenge such a denial?*

Principle of Individual Participation: *Is there a mechanism by which an individual is able to prevent information about him obtained for one purpose from being used for other purposes without his knowledge?*

This question is related to privacy control IP-3, Redress.

Follow the format below:

Privacy Risk: There is a risk that members of the public will not know the relevant procedures for gaining access to, correcting, or contesting their information.

Mitigation: Area New Hampshire mitigates the risk of incorrect information in an individual's records by authenticating information when possible, using the resources discussed in question 1.5. Additionally, staff verifies information in medical records and corrects information identified as incorrect during each patient's medical appointments.

As discussed in question 7.3, the NOPP, which every enrolled Veteran receives every three years or when there is a major change. The NOPP discusses the process for requesting an amendment to one's records.

The Area New Hampshire Release of Information (ROI) office is available to assist Veterans with obtaining access to their health records and other records containing personal information. The Veterans' Health Administration (VHA) established MyHealthVet program to provide Veterans remote access to their medical records. The Veteran must enroll and have access to the premium account to obtain access to all the available features. In addition, VHA Directive 1605.01 Privacy and Release of Information establishes procedures for Veterans to have their records amended where appropriate.

Section 8. Technical Access and Security

The following questions are intended to describe technical safeguards and security measures.

8.1 What procedures are in place to determine which users may access the Area, and are they documented?

Describe the process by which an individual receives access to the Area.

Identify users from other agencies who may have access to the Area and under what roles these individuals have access to the Area. Who establishes the criteria for what PII can be shared?

Describe the different roles in general terms that have been created to provide access to the Area. For example, certain users may have "read-only" access while others may be permitted to make certain amendments or changes to the information.

This question is related to privacy control AR-7, Privacy-Enhanced Area Design and Development.

Individuals receive access to the Area New Hampshire by gainful employment in the VA or upon being awarded a contract that requires access to the Area systems. Upon employment, the Office of Information & Technology (OI&T) creates computer and network access accounts as determined by employment positions assigned. Users are not assigned to software packages or network connections that are not part of their assigned duties or within their assigned work area. VA Area New Hampshire requires access to the GSS be requested using the local access request system. VA staff must request access for anyone requiring new or modified access to the GSS. Staff are not allowed to request additional or new access for themselves.

Access is requested utilizing Electronic Permission Access Area (ePAS). Users submit access requests based on need to know and job duties. Supervisor, ISSO and OI&T approval must be obtained prior to access granted. These requests are submitted for VA employees, contractors and all outside agency requests and are processed through the appropriate approval processes. Once access is granted, individuals can log into the system(s) through dual authentication, i.e., a PIV card with a complex password combination. Once inside the system, individuals are authorized to access information on a need-to-know basis.

Strict physical security control measures are enforced to ensure that disclosure to these individuals is also based on this same principle. Generally, VA file areas are locked after normal duty hours and the facilities are protected from outside access by the Federal Protective Service or other security personnel. Access to computer rooms at VA Area New Hampshire is generally limited by appropriate locking devices and restricted to authorized VA IT employees. Access to information stored on automated storage media at other VA locations is controlled by individually unique passwords/codes. Access by Office of Inspector General (OIG) staff conducting an audit, investigation, or inspection at the health care area, or an OIG office location remote from the health care area, is controlled in the same manner.

Access to the Area New Hampshire working and storage areas is restricted to VA employees who must complete both the HIPAA and Information Security training. Specified access is granted based on the employee's functional category. Role based training is required for individuals with significant information security responsibilities to include but not limited to Information System Security Officer (ISSO), local Area Manager, System Administrators, Network Administrators, Database Managers, Users of VA Information Systems or VA Sensitive Information.

Human Resources notify Divisions, IT and ISSO of new hires and their start date(s), through *email, fax etc.* The Division that the person is going into fills out the local access form, Automated Systems Access Request form, with name, SSN and/or claim number, job title, division and telephone number, along with marking the boxes on the form for application access the user will need on the computer system. This form starts at the Division level, is signed by the Division Chief, then goes to the ISSO and Director, for signatures and then to IT for implementation. Documentation is filed in an employee folder and maintained in the ISSO's office.

- Individuals are subject to a background investigation before given access to Veteran's information.
- All personnel with access to Veteran's information are required to complete the VA Privacy and Information Security Awareness training and Rules of Behavior annually AND Privacy and HIPAA Focused Training.

Full time VARO employees, as their job requires it, have access to change Veteran Service Representative (VSR) and (RVSR) Rating Veteran Service Representatives have access to amend/change the information in the system, under the guidelines of least privilege, that is, users are granted the minimum accesses necessity to perform their duties. Work Study's' are limited to Inquiry only commands. Veteran Service Organizations (Co-located VSOs) and County or Out based VSOs (CVSOs) also have access to VA systems. These accesses are predefined and limited for these users. Individuals are subject to a background investigation before given access to Veteran's information. Private Attorneys, Claim Agents and Veteran Service Organizations Representatives must be accredited through the Office of General Counsel.

8.2 Will VA contractors have access to the Area and the PII? If yes, what involvement will contractors have with the design and maintenance of the Area? Has a contractor confidentiality agreement or a Non-Disclosure Agreement (NDA) been developed for contractors who work on the Area?

If so, how frequently are contracts reviewed and by whom? Describe the necessity of the access provided to contractors to the Area and whether clearance is required. If Privacy Roles and Responsibilities have been established to restrict certain users to different access levels, please describe the roles and associated access levels. Explain the need for VA contractors to have access to the PII.

This question is related to privacy control AR-3, Privacy Requirements for Contractors and Service Providers.

Contractors will have access to the Area after completing the VA Privacy and Information Security Awareness training and Rules of Behavior annually, and after the initiation of a background investigation. Contractors are only allowed access for the duration of the contract this is reviewed by the privacy officer and the designated Contracting Officer Representative (COR). Per the National Contractor Access Program (NCAP) guidelines, contractors can have access to the Area only after completing mandatory information security and privacy training, Privacy and HIPAA Focused Training as well as having completed a Special Agency Check, finger printing and having the appropriate background investigation scheduled with Office of Personnel Management. Certification that this training has been completed by all contractors must be provided to the employee who is responsible for the contract in question. In addition, all contracts by which contractors might access sensitive patient information must include a Business Associate Agreement which clarifies the mandatory nature of the training and the potential penalties for violating patient privacy. Contractors with VA Area New Hampshire access must have an approved computer access request on file. The area manager, or designee, in conjunction with the ISSO and the applicable COR reviews accounts for compliance with account management requirements. User accounts are reviewed periodically in accordance with National schedules.

8.3 Describe what privacy training is provided to users either generally or specifically relevant to the program or Area?

VA offers privacy and security training. Each program or Area may offer training specific to the program or Area that touches on information handling procedures and sensitivity of information. Please describe how individuals who have access to PII are trained to handle it appropriately.

This question is related to privacy control AR-5, Privacy Awareness and Training.

All Area New Hampshire personnel, volunteers, and contractors are required to complete initial and annual Privacy and Security Awareness and Rule Behavior (RoB) training, during New Employee Orientation (NEO) or via TMS. In addition, all employees who interact with patient sensitive medical information must complete the Privacy and HIPAA focused mandated privacy training. Finally, all new employees receive face-to-face training by the Area Privacy Officer and Information Security Officer during new employee orientation. The Privacy and Information Security Officers also perform subject specific trainings on an as needed basis.

Each site identifies personnel with significant information system security roles and responsibilities. (i.e., management, system managers, system administrators, contracting staff,

HR staff), documents those roles and responsibilities, and provides appropriate additional information system security training. Security training records will be monitored and maintained. The Talent Management System offers the following applicable privacy courses:

VA 10176: Privacy and Information Security Awareness and Rules of Behavior
VA 10203: Privacy and HIPPA Training
VA 3812493: Annual Government Ethics.

8.4 Has Authorization and Accreditation (A&A) been completed for the Area?

8.4a If Yes, provide:

1. *The Systems Security Plan Status: Approved*
2. *The Systems Security Plan Status Date: 03/08/2022*
3. *The Authorization Status: Authorized to Operate (ATO)*
4. *The Authorization Date: 05/22/2022*
5. *The Authorization Termination Date: 05/21/2025*
6. *The Risk Review Completion Date: 04/22/2022*
7. *The FIPS 199 classification of the system: MODERATE*

Please note that all Areas containing PII/PHI are categorized at a minimum level of “moderate” under Federal Information Processing Standards Publication 199.

*8.4b If No or In Process, provide your **Initial Operating Capability (IOC) date.***

Section 9. References

Summary of Privacy Controls by Family

Summary of Privacy Controls by Family

| ID | Privacy Controls |
|-----------|---|
| AP | Authority and Purpose |
| AP-1 | Authority to Collect |
| AP-2 | Purpose Specification |
| AR | Accountability, Audit, and Risk Management |
| AR-1 | Governance and Privacy Program |
| AR-2 | Privacy Impact and Risk Assessment |
| AR-3 | Privacy Requirements for Contractors and Service Providers |
| AR-4 | Privacy Monitoring and Auditing |
| AR-5 | Privacy Awareness and Training |
| AR-7 | Privacy-Enhanced Area Design and Development |
| AR-8 | Accounting of Disclosures |
| DI | Data Quality and Integrity |
| DI-1 | Data Quality |
| DI-2 | Data Integrity and Data Integrity Board |
| DM | Data Minimization and Retention |
| DM-1 | Minimization of Personally Identifiable Information |
| DM-2 | Data Retention and Disposal |
| DM-3 | Minimization of PII Used in Testing, Training, and Research |
| IP | Individual Participation and Redress |
| IP-1 | Consent |
| IP-2 | Individual Access |
| IP-3 | Redress |
| IP-4 | Complaint Management |
| SE | Security |
| SE-1 | Inventory of Personally Identifiable Information |
| SE-2 | Privacy Incident Response |
| TR | Transparency |
| TR-1 | Privacy Notice |
| TR-2 | Area of Records Notices and Privacy Act Statements |
| TR-3 | Dissemination of Privacy Program Information |
| UL | Use Limitation |
| UL-1 | Internal Use |
| UL-2 | Information Sharing with Third Parties |

Signature of Responsible Officials

The individuals below attest that the information provided in this Privacy Impact Assessment is true and accurate.

Privacy Officer, Morla Roberts

Privacy Officer, Cecilia Hector

Information System Security Officer, Mary Ballard

Information System Security Officer, John Doane

Area Manager, John Foote

APPENDIX A – Notice

Please provide a link to the notice or verbiage referred to in **Section 6** (a notice may include a posted privacy policy; a Privacy Act notice on forms).

Applicable Notices

| <i>Site Type: VBA/VHA/NCA or Program Office</i> | <i>Applicable NOPPs</i> |
|---|--|
| VHA | <p><u>Notice of Privacy Practices</u></p> <p><u>VHA Privacy and Release of Information:</u></p> |
| VBA | <p>Privacy Statement on VA Forms:</p> <p>PRIVACY ACT INFORMATION: The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (i.e., civil or criminal law enforcement, congressional communications, epidemiological or research studies, the collection of money owed to the United States, litigation in which the United States is a party or has an interest, the administration of VA Programs and delivery of VA benefits, verification of identity and status, and personnel administration) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records - VA, published in the Federal Register. Your obligation to respond is required to obtain or retain benefits. VA uses your SSN to identify your claim file. Providing your SSN will help ensure that your records are properly associated with your claim file. Giving us your SSN account information is voluntary. Refusal to provide your SSN by itself will not result in the denial of benefits. The VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by Federal Statute of law in effect prior to January 1, 1975, and still in effect. The requested information is considered relevant and necessary to determine maximum benefits under the law. The responses you submit are considered confidential (38 U.S.C. 5701). Information submitted is subject to verification through computer matching programs with other agencies</p> <p><u>SOR 58VA21/22/28</u></p> |

APPENDIX B – PII Mapped to Components

Note: Due to the PIA being a public facing document, please do not include the server names in the table.

PII Mapping of Components (Servers/Database)

| <i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i> | <i>Does this component collect PII? (Yes/No)</i> | <i>Does this component store PII? (Yes/No)</i> | <i>Does this component share, receive, and/or transmit PII? (Yes/No)</i> | <i>Type of PII (SSN, DOB, etc.)</i> | <i>Reason for Collection/ Storage of PII</i> | <i>Safeguards</i> | <i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i> |
|--|---|---|---|--|--|--------------------------|--|
| <ul style="list-style-type: none"> • MAN-WSAIO36876 • MAN-WSAIO36878 • MAN-WSAIO36888 • MAN-WSAIO36891 • MAN-WSAIO36893 • MAN-WSAIO38744 ▪ UPS WorldShip Database | Yes | Yes | Yes | Name and address | Shipping mail and packages | Encrypted Aes256 | Manchester VAMC (VHA) |
| <ul style="list-style-type: none"> • MAN-WSBPOCCLC • MAN-WSBPOCMSTR • MAN-WSBPOCONC • MAN-WSBPOCUC ▪ Barcode Point of Care Database | Yes | Yes | Yes | Name, DOB, SSN, and medications | Bar Code Medication Administration (BCMA) Contingency Plan | Encrypted Aes256 | Manchester VAMC (VHA) |
| <ul style="list-style-type: none"> • OITMANSQL016 ▪ BreezeSuite Database | Yes | Yes | Yes | Name, DOB, SSN and date of test | Pulmonary function testing | Encrypted Aes256 | Manchester VAMC (VHA) |

| <i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i> | <i>Does this component collect PII? (Yes/No)</i> | <i>Does this component store PII? (Yes/No)</i> | <i>Does this component share, receive, and/or transmit PII? (Yes/No)</i> | <i>Type of PII (SSN, DOB, etc.)</i> | <i>Reason for Collection/ Storage of PII</i> | <i>Safeguards</i> | <i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i> |
|---|---|---|---|---|--|--------------------------|--|
| <ul style="list-style-type: none"> ▪ Unity Real Time Database | | | | Name, DOB, SSN, and medical record | Backup System for CPRS | | |
| <ul style="list-style-type: none"> • OITMANSQL019 ▪ Behavioral Health Laboratory Database ▪ Laurel Bridge Compass Database ▪ Vista Read Only Database ▪ DSS RadWise Database ▪ bioPoint Patient ID Wristband System Database ▪ Noah Audiology Software Database ▪ Nuance Management Center (NMC) Console Database ▪ DSS LiveData PeriOp Manager Database ▪ VoiceOver Pathology Reporting Optimized Database | Yes | Yes | Yes | Name, DOB, SSN, and medications Name, DOB, SSN, medical record, and diagnostic images Name, DOB, SSN, and medical record Name, DOB, SSN, and medical record Name, DOB, and SSN Name, DOB, SSN, and date of test Anything spoken about patient | Mental Health Assessment DICOM & HL7 Image Transport and Message Routing VistA Offline Snapshot Surgical Procedure Tracking Patient Wristband Printing Hearing Testing Voice Transcription Surgical Procedure Tracking Speech Recognition Pathology Reporting | Encrypted Aes256 | Manchester VAMC (VHA) |

| <i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i> | <i>Does this component collect PII? (Yes/No)</i> | <i>Does this component store PII? (Yes/No)</i> | <i>Does this component share, receive, and/or transmit PII? (Yes/No)</i> | <i>Type of PII (SSN, DOB, etc.)</i> | <i>Reason for Collection/ Storage of PII</i> | <i>Safeguards</i> | <i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i> |
|--|---|---|---|--|---|--------------------------|--|
| | | | | Name, DOB, SSN, and medical record Name, DOB, SSN, and medical data | | | |

APPENDIX C – List of Special Purpose Systems

This table is only to be completed for Special Purpose Systems. This information must match the special purpose systems listed in 3.7 of the Area PTA.

| Name of Special Purpose Systems |
|---|
| Vecna; CenTrak; ScrubEx; Johnson Controls; Real Time Location System (RTLS); Vocera; American Dynamics VideoEdge; Axon; Lenel OnGuard Security; Lynx; CensiTrac |