Department of the Interior
Privacy Impact Assessment

Name of Project: Federal Financial System (FFS)

Bureau: Office of the Secretary, National Business Center

Project's Unique ID: 010-00-01-01-01-0002-00-402-124

A. CONTACT INFORMATION:

1) Who is the Bureau/Office Privacy Act Officer?

Sue Ellen Sloca, Privacy Act Officer
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B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes. It contains employee personal informational data such as:

- individual employees' names, home addresses, and phone numbers,
- individual employees' banking information such as bank routing symbol and account number,
- individual employees' social security numbers or other vendor code,
- individual employees' travel credit card numbers and, in some instances,
- individual employees' bank card numbers.

For individual employees, it also contains personal transactional data such as travel expenses for each business related trip and cumulative travel expenses for a fiscal year, whether the employee is owed money by the agency or owes money, government small purchase card purchases by type of purchase and by period, payroll expenses by organization/cost account/activity code and any corrections or adjustments.

In some cases, the system contains information about individual members of the public (non-employees). Examples include individuals who receive refunds for items purchased from a DOI organization, individuals who receive payments under personal services contracts, or individuals who receive payments as a result of invitational travel.

The information maintained for individual members of the public includes:

- individual's names, home or business addresses, and phone numbers,
- individual's banking information such as bank routing symbol and account number,
- individual's social security numbers, taxpayer identification numbers, or other vendor code,
- personal transaction data such as travel data, or individual payment information.

2) What is the purpose of the system/application?

The purpose of the system is to support financial management within the Department of the Interior and its bureaus by providing a standardized, automated capability for performing administrative control of funds, general accounting, billing and collecting, payments, management reporting, and regulatory reporting.

3) What legal authority authorizes the purchase or development of this system/application?

Office of Management and Budget Circular A-127, Policies and Standards for Financial Management Systems. This Circular is issued pursuant to the Chief Financial Officers Act (CFOs Act) of 1990, P.L. 101-576 and the Federal Managers' Financial Integrity Act of 1982, P.L. 97-255 (31 U.S.C. 3512 et seq.); and 31 U.S.C. Chapter 11.

C. DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

Federal employees of the Department of the Interior which can be divided into three sub-categories:

- Those that travel on work-related trips and require reimbursement of travel expenses,
- Those that have a correction or adjustment to their payroll cost data in the finance system, and
- Those that have travel/small purchase government bank cards.

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

The initial source of the information for the first two sub-categories is the individual Federal employee. The initial source of information for the third category is from the bank card company and the individual Federal employee.

b. What Federal agencies are providing data for use in the system?

N/A

c. What Tribal, State and local agencies are providing data for use in the system?

N/A

d. From what other third party sources will data be collected?

N/A

e. What information will be collected from the employee and the public?

See B.1. & C.2.a.

D. ATTRIBUTES OF THE DATA:

1) Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

The data is relevant and necessary to:

- identify and reimburse Federal travelers with electronic funds transfers or Treasury checks,

- adjust or correct the charges for individual employee's payroll hitting the FFS accounts,
- relate purchases and travel expenses on bank card bills to Federal employees with government bank card authority.

2) **Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?**

   No.

3) **Will the new data be placed in the individual's record?**

   N/A

4) **Can the system make determinations about employees/public that would not be possible without the new data?**

   N/A

5) **What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.**

   Individual employees or individual members of the public may decline to provide Social Security Numbers. In cases where the SSN is used as a vendor identification code, the agency will use an alternative code. Individuals who receive payments subject to IRS 1099 reporting, however, are required to provide SSN or TIN information.

   Individual employees are required to provide banking information so that travel vouchers and other payments may be made by electronic deposit. Individual members of the public may decline to provide bank account information.