Privacy Impact Assessment

FAI.GOV Information System

04/01/2014

A. Data in the System

Question	Explanation/Instructions
1. Describe all information to be included in the system, including personal data.	FAI Training Catalog, Acquisition Workforce Certification policy and guidelines, announcements about upcoming events and policy changes, hyperlinks to FAITAS and help desk, Twitter Feed API and FAR, FMR, FTR and GSAR/GSAM regulations.
1.a. What stage of the life cycle is the system currently in?	FAI.gov in production and regulations.FAI.gov in development phase.
2.a. What are the sources of the information in the system?	Quark XML Author for MS Word.
2.b. What GSA files and databases are used?	Regulation publication files. No DB.
2.c. What Federal agencies are providing data for use in the system?	U.S. General Services Administration
2.d. What State and local agencies are providing data for use in the system?	N/A
2.e. What other third party sources will the data be collected from?	N/A
2.f. What information will be collected from the individual whose record is in the system?	N/A
3.a. How will the data collected	N/A

Question	Explanation/Instructions
from sources other than Federal agency records or the individual be verified for accuracy?	
3.b. How will data be checked for completeness?	FAI.gov page owners periodically verify the currency of the information. Regulations.FAI.gov files are published frequently and updated on the site automatically.
3.c. Is the data current? How do you know?	Yes. The content on the site is verified by page owners on a periodic basis.
4. Are the data elements described in detail and documented? If yes, what is the name of the document?	N/A

B. Access to the Data

Question	Explanation/Instructions
1.a. Who will have access to the data in the system?	Public.
1.b. Is any of the data subject to exclusion from disclosure under the Freedom of Information Act (FOIA)? If yes, explain the policy and rationale supporting this decision.	No.
2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?	Public documents.

3. Will users have access to all data in the system or will the user's access be restricted? Explain.	Yes, no restrictions. Information readily available for public consumption.
4. What controls are in place to prevent the misuse (e.g. browsing) of data by those having access?	N/A
5.a. Do other systems share data or have access to data in this system? If yes, explain.	No.
5.b. Who will be responsible for protecting the privacy rights of the clients and employees affected by the interface?	N/A
6.a. Will other agencies share data or have access to data in this system (International, Federal, State, Local, Other)?	No.
6.b. How will the data be used by the agency?	Information about acquisition workforce policies, certification, training and acquisition workforce-related regulations are posted on the website.
6.c. Who is responsible for assuring proper use of the data?	FAI Chief Technology Manager
6.d. How will the system ensure that agencies only get the information they are entitled to?	Open system.
7. What is the life expectancy	Regulations are updated frequently. Archived

of the data?	information will follow NARA rules.
8. How will the data be disposed of when it is no longer needed?	Data will be purged electronically.

C. Attributes of the Data

Question	Explanation/Instructions
1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?	Yes
2.a. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?	No
2.b. Will the new data be placed in the individual's record (client or employee)?	No
2.c. Can the system make determinations about individuals that would not be possible without the new data?	No
2.d. How will the new data be verified for relevance and accuracy?	No personal data is collected.
3.a. If the data is being consolidated, what controls are in place to protect the data and prevent unauthorized access? Explain.	NA
3.b. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.	NA

4. How will the data be retrieved? Can it be retrieved by personal identifier? If yes, explain.	NA

3. What are the potential effects on the privacy rights of individuals of:
  a. Consolidation and linkage of files and systems;
  b. Derivation of data;
  c. Accelerated information processing and decision making; and
  d. Use of new technologies.
 	
How are the effects to be mitigated?
	NA

D. Maintenance of Administrative Controls

Question	Explanation/Instructions
1.a. Explain how the system and its use will ensure equitable treatment of individuals.	No PII is collected.
1.b. If the system is operated in more than one site, how will consistent use of the system be maintained at all sites?	The primary and disaster recovery data centers are located at USDA NITC Kansas City and Saint Louis, Missouri respectively. Data is copied/synchronized between SANs.
1.c. Explain any possibility of disparate treatment of individuals or groups.	NA
2.a. What are the retention periods of data in this system?	Regulation files will be stored based on NARA rules.
2.b. What are the procedures for eliminating the data at the end of the retention period? Where are the procedures documented?	Data will be purged electronically. Procedure will be located in FAI.gov wiki documentation site.
2.c. While the data is retained in the system, what are the requirements for determining if	FAI.gov page owners periodically verify the currency of the information. Regulations.FAI.gov files are published frequently and updated on the site

the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	automatically.
3.a. Is the system using technologies in ways that Federal agencies have not previously employed (e.g. Caller-ID)?	No
3.b. How does the use of this technology affect individuals' privacy?	NA
4.a. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	No
4.b. Will this system provide the capability to identify, locate, and monitor groups of people? If yes, explain.	No
4.c. What controls will be used to prevent unauthorized monitoring?	No PII data is collected. General information only.
5.a. Under which Privacy Act System of Records notice (SOR) does the system operate? Provide number and name.	NA
5.b. If the system is being modified, will the SOR require amendment or revision? Explain.	NA