



The Bureau of the Fiscal Service

Privacy Impact Assessment

The mission of the Bureau of the Fiscal Service (Fiscal Service) is to promote the financial integrity and operational efficiency of the federal government through exceptional accounting, financing, collections, payments, and shared services.

This Privacy Impact Assessment is a Public document and will be made available to the general public via the Fiscal Service Privacy Impact Assessment (PIA) webpage (shown below).

Fiscal Service - Privacy Impact Assessments (PIA):
https://www.fiscal.treasury.gov/fsreports/rpt/fspia/fs_pia.htm

Name of System: ASAP

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SYSTEM GENERAL INFORMATION:

1) System Overview: Describe the purpose of the system.

ASAP is an Internet payment application that assists federal agencies in disbursing monies to states, municipalities, nonprofit and for profit entities, universities, and financial institutions.

2) Under which Privacy Act Systems of Records Notice (SORN) does the system operate? Provide number and name.

FMS .002 – Payment Records.

3) If the system is being modified, will the SORN require amendment or revision?

yes, explain.

no

4) Does this system contain any personal information about individuals?

yes

no

a. Is the information about members of the public? Yes

b. Is the information about employees or contractors? No

5) What legal authority authorizes the purchase or development of this system?

31 U.S.C. 3321, 31 U.S.C. 3325.

DATA in the SYSTEM:

1) Identify the category of individuals in the system

Check all that apply:

Employees

Contractors

Taxpayers

Others (describe)

The individuals are federal grant recipients and program agencies.

2) Identify the sources of information in the system

Check all that apply:

- Employee
- Public
- Federal agencies
- State and local agencies
- Third party

a. What information will be collected from employees or contractors? None

b. What information will be collected from the public? Name, address, phone number, email address.

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

- Defense Finance and Accounting Services
- Library of Congress
- Department of Agriculture
- Food and Nutrition Service
- Forest Service
- National Institute of Food and Agriculture
- Department of Commerce
- National Institute of Standards and Technology
- National Oceanic and Atmospheric Administration
- Economic Development Administration
- Department of Interior
- Bureau of Reclamation
- US Geological Survey
- National Park Service
- Office of Surface Mining
- Bureau of Land Management
- Minerals Management Service
- Bureau of Indian Affairs
- Department of Justice
- Naval Sea Systems Command
- Department of State
- Bureau of Fiscal Service
- Office of Personnel Management
- Social Security Administration
- Nuclear Regulatory Commission
- General Services Administration
- Environmental Protection Agency
- US Postal Service
- Department of Transportation
- Department of Homeland Security
- Coast Guard
- Immigration and Customs
- Department of Health and Human Services
- Center for Medicare and Medicaid Services
- Department of Energy

d. What state and local agencies are providing data for use in the system?

- Various offices of all 50 states and territories, including but not limited to:
- Department of Employment Services
- Department of Natural Resources
- Department of Environmental Management

State Comptrollers
Health and Mental Hygiene
Job and Family Services
Department of Labor
Division of Unemployment Insurance

e. **From what other third party sources will data be collected?** None

3) Accuracy, Timeliness, and Reliability

a. **How are data collected from sources, other than Fiscal Service records, verified for accuracy?**

Data collected from sources other than Fiscal Service is verified for accuracy by the entity which owns the data.

b. **How will data be checked for completeness?**

ASAP has required fields with edits to ensure completeness of data to the minimum standards specified in requirements documents.

c. **What steps or procedures are taken to ensure the data is current?**

ASAP users are provided a means to keep their information current through the application online screens, i.e. Modify My Information. It is the sole responsibility of the individual user to maintain their own information, and it is the responsibility of the Authorizing Official to keep the list of users and roles for their organization up-to-date.

d. **In what document(s) are the data elements described in detail?**

The data elements are described in detail in the requirements documents for the Modify My Information – RO module of the application.

ATTRIBUTES OF THE DATA:

1) **How 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 because it serves as a unique identifier for each user and is required for grantees receiving funding from the federal government.

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

No. ASAP will not derive new data or create previously unavailable data about an individual through aggregation from the collected information.

3) **Will the new data be placed in the individual's record?** Not Applicable

4) **Can the system make determinations about employees or members of the public that would not be possible without the new data?** Not Applicable

- 5) **How will the new data be verified for relevance and accuracy?** Not Applicable
- 6) **If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?**
ASAP implements and maintains significant and comprehensive security features to ensure that risks, threats, and vulnerabilities are minimized.
- 7) **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? (Explain)**
ASAP implements and maintains significant and comprehensive security features to ensure that risks, threats, and vulnerabilities are minimized.
- 8) **How will the data be retrieved? (If personal identifiers are used to retrieve information on the individual, explain and list the identifiers that will be used to retrieve data.)**
Users must enter appropriate credentials to access their own data in the application and view other users assigned to their organization if their role allows access.
- 9) **What kind of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**
A report that allows users to view their own data and data that they have least privilege role based access to. The reports will be used to verify enrollment information and will be used by recipient organizations, federal agencies, regional financial centers, and the Federal Reserve Bank (FRB).
- 10) **What opportunities do individuals have to decline to provide information (i.e., in such cases where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses)? How can individuals grant consent?**
ASAP has required and non-required fields and individuals may decline to provide any non-required information.

MAINTENANCE AND ADMINISTRATIVE CONTROLS:

- 1) **What are the retention periods of data in this system? How long will the reports produced be kept?**
ASAP maintains payment records for a minimum period of seven years. Old information that has been updated by an authorized user is not retained. All transactional data is maintained permanently in ASAP
- 2) **What are the procedures for disposition of the data at the end of the retention period? Where are the disposition procedures documented?**
All transactional data is maintained permanently in ASAP.
- 3) **If the system is operated in more than one site, how will consistent use of the system**

and data be maintained at all sites?

Application transaction data is backed up near "real time" at the contingency site. System components and backups are maintained by the infrastructure. The application and infrastructure participate in annual contingency testing.

4) Is the system using technologies in ways that Fiscal Service has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?

ASAP is not currently using any technology that Fiscal Service has not previously employed.

5) How does the use of this technology affect employee or public privacy? Not Applicable

6) Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain. No

7) What kind of information is collected as a function of the monitoring of individuals? ASAP does not collect data to monitor individuals.

8) What controls will be used to prevent unauthorized monitoring? Not Applicable

ACCESS TO DATA:

1) Who will have access to the data in the system?

Check all that apply:

- Contractors**
- Users**
- Managers**
- System Administrators**
- System Developers**
- Others (explain)_____**

2) How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?

Access to data by user is determined by the roles requested when access to the system is granted.

3) Will users have access to all data on the system or will the user's access be restricted? Explain.

User access will be restricted to their own data. The user will also be restricted through least privileges by role based access.

4) What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access? (Please list processes and training materials)

User access will be restricted to their own data once identified by user name and password. The user will also be restricted through least privileges by role based access.

5) If contractors are/will be involved with the design, development or maintenance of

the system, were Privacy Act contract clauses inserted in their contracts and were other regulatory measures addressed?

Yes, Privacy Act clauses have been addressed as needed.

6) Do other systems share data or have access to the data in the system?

yes

no

If yes,

a. Explain the interface.

Interfaces with federal agencies provide detailed payment data. User data is maintained by the infrastructure.

b. Identify the role responsible for protecting the privacy rights of the public and employees affected by the interface.

The system owner is responsible for protecting the privacy rights of the public and employees.

7) Will other agencies share data or have access to the data in this system?

yes

no

If yes,

a. Check all that apply:

Federal

State

Local

Other (explain) _____

b. Explain how the data will be used by the other agencies.

Federal agencies receive end of day transaction reports for accounting purposes.

c. Identify the role responsible for assuring proper use of the data.

The federal agencies assume responsibility for the data once it is accessed by them.