



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):
http://www.fiscal.treasury.gov/fsreports/rpt/fspia/fs_pia.htm

Name of System: Government Invoicing (G-Invoicing)

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SYSTEM GENERAL INFORMATION:

1) System Overview:

Government Invoicing (G-Invoicing) is a minor application owned by the Fiscal Accounting Office of the Fiscal Service (Fiscal Service), Department of the Treasury. G-Invoicing is designed, developed, and supported by both Fiscal Service and the Federal Reserve Bank (FRB) and used by Federal Program Agencies (FPA).

G-Invoicing is a web-based centralized application that facilitates Intra-Governmental Transactions (IGT) for buy/sell activities. G-Invoicing allows federal agencies to define trading partnerships through the General Terms & Conditions (GT&Cs), establish transaction details through orders, and identify/approve transaction settlement information with invoices. The application is designed to support IGT buy/sell activities in accordance with the Treasury Financial Manual and is modeled after Treasury Form 7600. The system is limited to US Federal agencies.

G-Invoicing is separated into three modules which support different business activities:

Customer Service Representative (CSR) Module

The Customer Service Representative (CSR) module is the primary tool through which Customer Service Representatives use for establishing, configuring, and maintaining federal agency disburser accounts. Additionally the CSR module may be utilized for troubleshooting and customer support. Access to the CSR module is limited to FRB and Fiscal Accounting resources.

Disburser Admin Module

The Disburser Admin module is used to configure federal agency disburser accounts. Within this module federal agencies: manage user accounts and permissions; configure application settings for GT&C/Orders/Invoice forms; establish workflows; define parameters for integrations tasks; and manage reference data related to the application. Access to the Federal Agency disburser accounts in the Disburser Admin module is limited to appointed-Federal Agency Disburser Admins.

Disburser Module

The Disburser module is where IGT buy/sell activities are conducted. Users in the disburser module: create trade partnerships between federal agencies; define and approve GT&Cs; and submit and approve orders and invoices. Access to federal agency disburser accounts in the Disburser Module is granted by the federal agency's own appointed disburser administrator.

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

Treasury .015 --General Information Technology Access Account Records System of 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?

No

b. Is the information about employees or contractors?

Yes – G-Invoicing contains the name (First and Last Name) and government email address and government phone number of FPAs users.

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

Fiscal Service has the authority to develop and implement G-Invoicing under regulatory code 12 U.S.C. 5018& 12 U.S.C. 391.

DATA in the SYSTEM:

1) Identify the category of individuals in the system

Check all that apply:

Employees

Contractors

Taxpayers

Others (describe)

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?

The following information about Federal Program Agencies (FPAs) employees, contractors, and consultants is maintained in G-Invoicing: name (First and Last Name), governmental email address (work email address) and governmental phone number (work phone number).

- b. **What information will be collected from the public?**
None
- c. **What Federal agencies are providing data for use in the system?**
Federal Program Agencies (FPAs) provide the data.
- d. **What state and local agencies are providing data for use in the system?**
None
- e. **From what other third party sources will data be collected?**
None

3) Accuracy, Timeliness, and Reliability

- a. **How will data collected from sources, other than Fiscal Service records, be verified for accuracy?**
Users' PII data is entered and verified for accuracy by the agency administrators.
- b. **How will data be checked for completeness?**
FPAs users check the completeness of the PII data.
- c. **What steps or procedures are taken to ensure the data is current?**
FPAs users are responsible for updating the PII data to ensure that data is current.
- d. **In what document(s) are the data elements described in detail?**
All requirements are defined in use cases. Within each is a list describing user interface fields. These fields correspond to database entries on the back end of the G-Invoicing 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 individual name and contact information collected by the system are relevant and deemed necessary for the purpose of allowing the users to access the application.
- 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
- 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?**
No data is being consolidated.
- 7) **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? (Explain)**
Not Applicable
- 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.)**
Data can be searched using the First or Last Name of the FPAs users.
- 9) **What kind of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**
No reports are available; however, a search criteria is available to retrieve PII data.
- 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?**

Individuals with access to G-Invoicing use the system only in a professional capacity to perform work-related functions. The information collected is required. The consent option does not apply.

MAINTENANCE AND ADMINISTRATIVE CONTROLS:

- 1) **What are the retention periods of data in this system? How long will the reports produced be kept?**

All data maintained by this system is retained and destroyed in accordance with the Fiscal Service File Plan. All records schedules and categories within the Fiscal Service File Plan are approved by NARA. There are no system generated reports.

- 2) **What are the procedures for disposition of the data at the end of the retention period? Where are the disposition procedures documented?**

All data maintained by this system is retained and destroyed in accordance with the Fiscal Service File Plan. All records schedules and categories within the Fiscal Service File Plan are approved by NARA. There are no system generated reports.

- 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?**

The application and data are replicated between a primary and backup sites. The infrastructure is responsible for replication of the data and failover to the back-up site in a contingency situation.

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

No

- 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?**

None

- 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)_____**

Agency users who have appropriate levels of access and functionality may access the system. Federal Reserve Bank (FRB) operations staff have access as well.

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

G-Invoicing limits user access through role-based security. The user provisioning system requires two individuals to grant user access.

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

Access to G-Invoicing data is restricted. The data accessible to users depends on their roles within the business process.

- 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)**

G-Invoicing uses role-based security that applies least privilege functionality to limit user access to only what is needed to perform their duties.

- 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?**

The FRB designs and develops the system acting as a fiscal agent of the U.S. Treasury. FRB employs contractors to assist in development, and contractors must meet the same requirements as bank employees (e.g., background checks, information security training, signing rules of behavior and confidentiality clauses), Privacy Act contract clauses and other regulatory requirements are covered by contract documents.

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

yes
 no

If yes,

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

- 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.

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