

Privacy Impact Assessment For FAS Telework Agreement Form

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Contact Point

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Abstract

To improve the existing telework agreement e-Form and increase the integrity of the manager review/approval process. Also, this new version will streamline the annual telework agreement form and process for FAS employees and managers. This will also provide a centralized, accurate data source for USDA required quarterly reports.

Overview

- This is not a system, but a form. FAS wants to improve the process around the Telework agreement form.
- To improve the existing telework agreement e-Form and increase the integrity of the manager review/approval process.
- Employee Telework information.
- Telework agreements, Office of Human Resource Management
- No sharing will take place.
- There are no modules or subsystems.
- DR 4080-811-002, *Telework and Remote Work Programs*,

Section 1.0 Characterization of the Information

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

1.1 What information is collected, used, disseminated, or maintained in the system?

USDA, FAS Employee's name

1.2 What are the sources of the information in the system?

Collected from the telework form

1.3 Why is the information being collected, used, disseminated, or maintained?

To allow employees to participate in the Telework Program

1.4 How is the information collected?

Currently, on an electronic form and pdf fillable form.

1.5 How will the information be checked for accuracy?

The employee enters their name. The application will validate with Office 365 profile

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

This is a USDA, Office of Human Resource Management form that we are just improving on.

1.7 Privacy Impact Analysis: Given the amount and type of data collected, discuss the privacy risks identified and how they were mitigated.

Privacy risks are low because the information is kept in a secure location, only accessible to employees with a need to know (involved in the project).

Section 2.0 Uses of the Information

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

2.1 Describe all the uses of information.

For the USDA, Telework Program

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

There are no tools being used.

2.3 If the system uses commercial or publicly available data please explain why and how it is used.

N/A

2.4 Privacy Impact Analysis: Describe any types of controls that may be in place to ensure that information is handled in accordance with the above described uses.



Access is limited to those directly involved with the project. Information is stored on a secure drive with limited access.

Section 3.0 Retention

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

3.1 How long is information retained?

In accordance with DR 4080-811-002:

Maintain all documentation in accordance with National Archives and Records Administration (NARA), General Records Schedule (GRS) 22.2, Section 080, Supervisor's personnel files, which requires Telework agreements to be retained for 1 year after the end of the employee's participation in the program

3.2 Has the retention period been approved by the component records officer and the National Archives and Records Administration (NARA)?

Yes

3.3 Privacy Impact Analysis: Please discuss the risks associated with the length of time data is retained and how those risks are mitigated.

Again, the information is kept in a secure location with only FAS employees directly involved with the project (need to know) have access.

Section 4.0 Internal Sharing and Disclosure

The following questions are intended to define the scope of sharing within the United States Department of Agriculture.

4.1 With which internal organization(s) is the information shared, what information is shared and for what purpose?

The information will not be shared. Numerical data only is shared with the Department quarterly for statistical purposes.

4.2 How is the information transmitted or disclosed?

The information will not be shared. Numerical data only is shared with the Department quarterly for statistical purposes.

4.3 Privacy Impact Analysis: Considering the extent of internal information sharing, discuss the privacy risks associated with the sharing and how they were mitigated.

None, we are not sharing any names.

Section 5.0 External Sharing and Disclosure

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

5.1 With which external organization(s) is the information shared, what information is shared, and for what purpose?

N/A

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

N/A

5.3 How is the information shared outside the Department and what security measures safeguard its transmission?

N/A

5.4 Privacy Impact Analysis: Given the external sharing, explain the privacy risks identified and describe how they were mitigated.

N/A

Section 6.0 Notice

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

6.1 Does this system require a SORN and if so, please provide SORN name and URL.

No

6.2 Was notice provided to the individual prior to collection of information?

N/A

6.3 Do individuals have the opportunity and/or right to decline to provide information?

N/A

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

N/A

6.5 Privacy Impact Analysis: Describe how notice is provided to individuals, and how the risks associated with individuals being unaware of the collection are mitigated.

N/A

Section 7.0 Access, Redress and Correction

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

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

See DR 4080-811-002, this is an already established program, with an already approved e-form.

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

See DR 4080-811-002, this is an already established program, with an already approved e-form.

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

See DR 4080-811-002, this is an already established program, with an already approved e-form.

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

N/A

7.5 Privacy Impact Analysis: Please discuss the privacy risks associated with the redress available to individuals and how those risks are mitigated.

N/A

Section 8.0 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 system and are they documented?

Only employees working in Business Operations, Office of the Chief Operating Officer (OCOO) with a direct responsibility for the Telework Agreement forms, will have access to the secure drive.

8.2 Will Department contractors have access to the system?

No

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

All USDA-FAS users take Information Security Awareness (ISA) Training which has a Privacy component.

8.4 Has Certification & Accreditation been completed for the system or systems supporting the program?

N/A

8.5 What auditing measures and technical safeguards are in place to prevent misuse of data?

Access to secure drive where e-forms are kept is limited.

8.6 Privacy Impact Analysis: Given the sensitivity and scope of the information collected, as well as any information sharing conducted on the system, what privacy risks were identified and how do the security controls mitigate them?

Security controls would be inherited by the GSS

Section 9.0 Technology

The following questions are directed at critically analyzing the selection process for any technologies utilized by the system, including system hardware and other technology.

9.1 What type of project is the program or system?

Telework Agreement Forms

9.2 Does the project employ technology which may raise privacy concerns? If so please discuss their implementation.

No

Section 10.0 Third Party Websites/Applications

The following questions are directed at critically analyzing the privacy impact of using third party websites and/or applications.

10.1 Has the System Owner (SO) and/or Information Systems Security Program Manager (ISSPM) reviewed Office of Management and Budget (OMB) memorandums M-10-22 “Guidance for Online Use of Web Measurement and Customization Technology” and M-10-23 “Guidance for Agency Use of Third-Party Websites and Applications”?

N/A

10.2 What is the specific purpose of the agency’s use of 3rd party websites and/or applications?

N/A

- 10.3 What personally identifiable information (PII) will become available through the agency's use of 3rd party websites and/or applications.**

N/A

- 10.4 How will the PII that becomes available through the agency's use of 3rd party websites and/or applications be used?**

N/A

- 10.5 How will the PII that becomes available through the agency's use of 3rd party websites and/or applications be maintained and secured?**

N/A

- 10.6 Is the PII that becomes available through the agency's use of 3rd party websites and/or applications purged periodically?**

N/A

If so, is it done automatically?

If so, is it done on a recurring basis?

- 10.7 Who will have access to PII that becomes available through the agency's use of 3rd party websites and/or applications?**

N/A

- 10.8 With whom will the PII that becomes available through the agency's use of 3rd party websites and/or applications be shared - either internally or externally?**

N/A

- 10.9 Will the activities involving the PII that becomes available through the agency's use of 3rd party websites and/or applications require either the creation or modification of a system of records notice (SORN)?**



N/A

10.10 Does the system use web measurement and customization technology?

N/A

If so, is the system and procedures reviewed annually to demonstrate compliance to OMB M-10-23?

N/A

10.11 Does the system allow users to either decline to opt-in or decide to opt-out of all uses of web measurement and customization technology?

N/A

If so, does the agency provide the public with alternatives for acquiring comparable information and services?

10.12 Privacy Impact Analysis: Given the amount and type of PII that becomes available through the agency's use of 3rd party websites and/or applications, discuss the privacy risks identified and how they were mitigated.

N/A