# Food for Peace Management Information System

## PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

**System Name:**  Food for Peace Management Information System

**Managing Office:**  Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) Office of Food for Peace (FFP)

**Date PIA Completed:** May 4, 2018

## OVERVIEW

Food for Peace Management Information System (FFP-MIS) is a comprehensive program, proposal, and financial management system used to enhance the office's program management and reporting capabilities. It provides a collaborative environment for both FFP and its partners to manage activities and programs. FFP-MIS was designed as a replacement and expansion of the Food for Peace Information System. It replaces the legacy system and also moves FFP from paper processes to an IT system.

The system operates by collecting data directly from Public International Organizations (PIO) and Private Voluntary Organizations (PVO) partners and through direct entry of information by FFP staff.  The system collects Food for Peace Program Data including commodity usage (amounts, timing, shipping information, costs), Performance Monitoring data, and budget planning data.

## AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

50 U.S.C. § 402, National Security Council (Note) and E.O. 12333, *United States Intelligence Activities*

## INFORMATION COLLECTION (WHAT)

The system collects names, personal email addresses, work phone numbers, work email addresses, affiliated organization names, and affiliated organization website URLs from the following categories of persons:

- Citizens of the United States
- Aliens lawfully admitted to the United States for permanent residence
- USAID Direct Hires and Personal Services Contractors
- USAID institutional contractors
- Aliens
- Staff of PIOs and PVOs

## INFORMATION COLLECTION (WHY)

Personally Identifiable Information (PII) is collected in order to establish user accounts for individual access, as well as to indicate the individual responsible for creating or modifying records in FFP-MIS.  Work email address is used by the system to send email notification to users as part of the system workflow.  Additionally, FFP staff use PII to contact applicants and partners about the information they submitted in the system.

## AGENCY INTENDED USE

See immediately above.

## INFORMATION SHARING

Devis, the USAID contractor responsible for user account creation and system administration, accesses user access forms, which contain names and business email addresses.  Access to the user access forms is controlled via a secure electronic document storage system.

## NOTICE OF OPPORTUNITIES FOR CONSENT

PII data collection is completed through a voluntary user access agreement form.

## SYSTEM OF RECORDS NOTICE (SORN)

Under development.