

OFDA PeopleTrak

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: OFDA PeopleTrak

Managing Office: OFDA/HR

Date PIA Completed: August 5, 2013

OVERVIEW

PeopleTrak is a web system with a SQL backend used by the OFDA HR team to complete personal service contracts in conjunction with the USAID Office of Acquisition and Assistance.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

Privacy office will be assisting us with a system of record.

INFORMATION COLLECTION (WHAT)

People on a contract in support of OFDA need to provide name, social security, date of birth, place of birth, home address, home phone number and employment history into the system.

INFORMATION COLLECTION (WHY)

For general human resources functions, reference, and tracking for future contract modifications.

AGENCY INTENDED USE

For general human resources functions, reference, and tracking for future contract modifications.

INFORMATION SHARING

The PSC contracts team on the support services contract along with the USAID Contracting Officer.

NOTICE OF OPPORTUNITIES FOR CONSENT

The individuals must provide this information if they wish to be considered for employment at OFDA.

INFORMATION SECURITY

PeopleTrak system is hosted on OFDAnet which is secured according to FISMA security controls for a moderate level system and the HR management team is responsible for approving access to the system.

SYSTEM OF RECORDS NOTICE (SORN)

No, Privacy office will be assisting us with a system of record.