

## **OFDAnet Account Verification**

### **PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY**

**System Name:** OFDAnet Account Verification

**Managing Office:** OFDA

**Date PIA Completed:** July 2013

### **OVERVIEW**

OFDA.GOV is an independent network completely controlled by OFDA. It is primarily located in contractor-provided space at 2107 Wilson Blvd. Arlington, VA (Wilson) and at the National Press Club Building's 529 14th St, NW Washington, DC (NPB) with an extension to the RRB. OFDA.GOV provides OFDA-specific resources including file storage, a SharePoint intranet, the Abacus awards management system, and Exchange-based OFDA.GOV email. The GSS also provides storage for information that is used to verify user identification before they can receive an OFDAnet user account.

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

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

### **INFORMATION COLLECTION (WHAT)**

OFDA employee name, email address and work and cell phone numbers are collected on the system access request form for this GSS. Photo copies of two forms of IDs are also stored with the form. The IDs are required to be government-issued picture IDs and are typically a passport and a driver's license.

### **INFORMATION COLLECTION (WHY)**

This information is collected for internal operational use only. The two forms of IDs need to be viewed to validate the person identity before they can obtain an account on the OFDAnet system.

### **AGENCY INTENDED USE**

This information is collected for internal operational use only. The two forms of IDs need to be viewed to validate the person identity before they can obtain an account on the OFDAnet system.

## **INFORMATION SHARING**

This information is only shared with OFDA management staff and a subset of OFDAnet admin staff.

## **NOTICE OF OPPORTUNITIES FOR CONSENT**

The individuals could show their ID in person to a member of management who can verify it for them instead of providing a photocopy.

## **INFORMATION SECURITY**

OFDAnet is secured according to FISMA security controls for a moderate level system. The Access request forms and any photocopies of IDs are stored in a secure area on the network and if needed to be sent via email, they are sent to a single shared mail box called [OFDAaccounts@OFDA.gov](mailto:OFDAaccounts@OFDA.gov). An SOP document detailing how the IT staff support the transfer process has been created and stored. Any hardcopies of the PII is either shredded or stored in a locked safe. The OFDAnet Incident Response Plan has been updated to include information on what to do in the event of a PII breach.

## **SYSTEM OF RECORDS NOTICE (SORN)**

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