

HR Employee Information Management System

PRIVACY IMPACT ASSESSMENT SUMMARY

System Name: HR Employee Information Management System

Managing Office: HR

SUMMARY: The United States Agency for International Development (USAID) gives notice that it has prepared a Privacy Impact Assessment (PIA) summary for Employee Information Management System. EIMS is a single sign-on web-based intranet OHR application containing seven sub-systems: Emergency Locator system, Biographic Register system, Foreign Service Report Card system, Foreign Service Assignment system, Annual Evaluation Tracking system, Incentive Awards system, Employee Data Record (EDR) reporting. EIMS is an Oracle Database providing HR personnel data from the prior Agency Personnel System and the National Finance Center (NFC).

What elements of PII are being collected? Based upon the Information Collection Checklist submitted by the System Owner, Employee name, date of birth, social security number, mailing address, home phone number, email address, education records, race/ethnicity, sex, emergency contact information.

Why is the PII being collected? To support HR functions.

What opportunities are provided to individuals to consent to the use of this information collection? No opportunity for consent is required as the use is specific for the system.

What is the Agency's intended use of the information? The data is used to support other HR applications (FS Report Card, FS Assignment System, Emergency Locator System). EIMS is intended to provide a centralized location of personnel information that can be accessed easily and efficiently by OHR personnel, admin officers and employees.

Who has access to the information? EIMS is a role based system. Individuals can only access data/reports that their approved role under each sub-system permits. Employees can access only their personal information. OHR personnel and bureau/office Administrative officers can access additional personnel information as required by their job.

Information Security EIMS is an intranet system residing on the agency's network and is secured by the agency firewall. All users must have a USAID network userid/password before accessing EIMS.

Does this collection require a System of Record Notice? Yes.