

OFDA People Trak

PRIVACY IMPACT ASSESSMENT SUMMARY

System Name: OFDA People Trak

Managing Office: USAID/DCHA

SUMMARY: The United States Agency for International Development (USAID) gives notice that it has conducted a Privacy Impact Assessment (PIA) on OFDA People Trak.

What elements of PII are being collected?

People Trak collects Name, Date of Birth, Social Security Number (or another number originated by a government that specifically identifies and individual), Mailing Address, Phone Numbers (telephone, facsimile, or cellular), Medical Records Numbers, E-mail Address, Military Status and/or Records, Employment Status and/or Records, Sex, Other - Security Clearance Status, Emergency Contact Info, Salary

Why is the PII being collected?

People Trak uses information for maintaining records of active PSC personnel, potential OFDA personnel and ongoing personnel recruitment efforts.

What opportunities are provided to individuals to consent to the use of this information collection?

The collection of PII generally takes during the pre-employment documentation phase. If further collection is required, individuals are notified via phone call or email. Individuals have the opportunity and/or right to decline providing information. The majority of the information in People-Trak is collected from documents the individual provides to us during the pre-employment process. For example, information is pulled from the individuals OF-612/resume, emergency contact form, and security clearance record (form AID 500-3). The remaining information in People-Trak pertains to the contract and actions required/taken throughout the span of the contract. For example, we track when contracts are funded, extended, etc.

What is the Agency's intended use of the information?

People Trak is used for record keeping of active PSC personnel.

Who has access to the information?

PeopleTrak administrators have access to the database. Information will not be shared with outside organizations.

Information Security

The information is stored in a restricted DB. If it is included in an email, the email is marked as SBU.

Does this collection require a System of Record Notice?

Yes. It is covered under OPM/GOV-5, Recruiting, Examining & Placement Records.