

# Phoenix Financial Management System

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## PRIVACY IMPACT ASSESSMENT SUMMARY

**System Name:** Phoenix Financial Management System

**Managing Office:** USAID Office of Acquisition and Assistance

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**SUMMARY:** The USAID Privacy Office, in conjunction with its Office of Acquisition and Assistance, gives notice that it has conducted a Privacy Impact Assessment (PIA) of the Phoenix system. Phoenix is USAID's core financial management system, which manages and tracks more than \$15 billion each year in funding. It provides critical business functions such as general ledger, accounts payable, accounts receivable, cost accounting, budgeting, program operations and reporting.

### **What elements of PII are being collected?**

The Office of Acquisition and Assistance uses Phoenix to collect data for processing accounts payable, receivables, etc. Some of the vendors paid through the system are individuals, and as such, the system collects their names and Social Security Numbers. However, these individuals are acting in their entrepreneurial capacity, not as individuals, as defined within the Privacy Act.

### **Why is the PII being collected?**

The Office of Acquisition and Assistance uses the data in Phoenix to process accounts payable, receivables, etc.

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

No opportunity for consent is provided, as vendors are required to provide the information in order to perform business with USAID.

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

Phoenix is used to record accounting transactions and make payments for goods or services to small businesses, educational or non-profit institutions, and USAID contractors.

### **Who has access to the information?**

Financial officers and financial specialists working within their capacity within the Phoenix system have access to vendor information in the system.

### **Information Security**

Access to Phoenix is role-based. Only authorized financial personnel and the system administrators have access to the vendor information.

### **Does this collection require a System of Record Notice?**

No. All information in this system is provided by vendors in their business capacity and is thereby not protected under the Privacy Act (5 U.S.C. 552a), as amended; therefore, a system of records notice is not required for this system.