

ProgramNet

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: ProgramNet

Managing Office: Bureau for Policy, Planning and Learning's (PPL) Office of Strategic and Program Planning (SPP)

Date PIA Completed: June 8, 2018

OVERVIEW

ProgramNet is USAID's internal, interactive online community devoted to sharing knowledge and promoting learning of the Agency's Program Cycle. It provides a platform to all USAID-badged personnel for peer-to-peer and Mission-to-Washington dialogue to support collaboration and facilitate more effective implementation of the Program Cycle. The site hosts practical tools, events, and examples of mission products from each phase of the Program Cycle.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

22 U.S.C. Ch. 32, Foreign Assistance (Foreign Assistance Act of 1961, as amended)

INFORMATION COLLECTION (WHAT)

The system collects name; work email addresses; user-uploaded images; and user-provided details regarding their bureau, office, or mission information, including their current and past locations, technical expertise and skillsets, and work title. This data is collected from USAID Direct Hires and Personal Services Contractors and employees of USAID contractors and services providers.

INFORMATION COLLECTION (WHY)

PII, namely user names and email addresses, is collected via USAID Active Directory registration, and is used for the following purposes:

- site account creation, password management, and user access
- collaboration and information exchange between USAID officials to include technical staff and USAID international personnel. (Accounts are required for access to the secure system. All personnel granted access are approved via the USAID security process which involves providing PII for access.)

- collaboration amongst approved personnel for business needs/requirements
- facilitate socialization of policy changes, build capacity to ensure effective program cycle implementation, and promote organizational and behavioral change to create the enabling environment necessary for Program Cycle reforms to take hold
- facilitate surveys to assess the effectiveness of the system itself. Users must edit their own profile to enter First name/Last name (mandatory, if they wish to edit their profile) and any other profile information (optional) they wish

AGENCY INTENDED USE

In addition to the uses listed immediately above, ProgramNet uses this data to help identify colleagues by areas of expertise to facilitate mentoring activities with new Foreign Service Officers, as well as identifying colleagues with specialized knowledge and/or expertise to participate in collaborative efforts.

INFORMATION SHARING

Any site user will have access to the limited PII data collected. PII information resides in the Global Address Locator. The system does not share PII outside of USAID.

NOTICE OF OPPORTUNITIES FOR CONSENT

By using the system, a user's email address is saved in a profile. Further PII information, such as users' first names and last names, are given directly by the user, and thus consent is implied. At the point where users may upload documents or images, there is a message stating: "SBU content is allowed on the site, but please ensure that consent for all PII is obtained from the individual allowing the posting within ProgramNet's library. Documents should be redacted where there is no business need for the PII."

SYSTEM OF RECORDS NOTICE (SORN)

Not applicable.