The Bureau of the Fiscal Service

Privacy Impact Assessment

The mission of the Bureau of the Fiscal Service (Fiscal Service) is to promote the financial integrity and operational efficiency of the federal government through exceptional accounting, financing, collections, payments, and shared services.

This Privacy Impact Assessment is a public document and will be made available to the general public via the Fiscal Service Privacy Impact Assessment (PIA) webpage (shown below).

Fiscal Service - Privacy Impact Assessments (PIA):

http://www.fiscal.treasury.gov/fsreports/rpt/fspia/fs_pia.htm

Name of System: Printing and Check Enclosing (PrinCE)

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SYSTEM GENERAL INFORMATION:

1) System Overview: Describe the purpose of the system.

PrinCE (Printing and Check Enclosing) prints, encloses, and mails letters and US Treasury check payment files on behalf of federal program agencies. Major customers include the Social Security Administration, the Department of Veteran Affairs, Internal Revenue Service, Railroad Retirement, and the Office of Personnel Management.

PrinCE processed 61 million checks and 30 million other documents in the Fiscal Year 2015. The PrinCE system encompasses a Fiscal Service developed application to format the check and letter files and integrate the vendor supported equipment and software used to print, enclose, and mail the documents.

2) Under which Privacy Act Systems of Records Notice (SORN) does the system operate? Provide number and name.

A SORN is not required.

3) If the system is being modified, will the SORN require amendment or revision?
 __ yes, explain.
 X no

4) Does this system contain any personal information about individuals?
 X yes
 __ no

   a. Is the information about members of the public?

   Yes

   b. Is the information about employees or contractors?

   Yes

5) What legal authority authorizes the purchase or development of this system?

31 U.S.C. §§ 321; 3301; 3321-36; and 3720A

DATA in the SYSTEM:

1) **Identify the category of individuals in the system**
   Check all that apply:
   X **Employees**
   X **Contractors**
   X **Taxpayers**
   X **Others (describe)**
   Any payee receiving a Treasury disbursed check; or any recipient of a federal agency document for which PrinCE provides letter size printing, enclosing, and mailing services.

2) **Identify the sources of information in the system**
   Check all that apply:
   __ **Employee**
   __ **Public**
   X **Federal agencies**
   __ **State and local agencies**
   __ **Third party**

   a. **What information will be collected from employees or contractors?**

   PrinCE does not collect information from any entity.

   b. **What information will be collected from the public?**

   PrinCE does not collect information from any entity.

   c. **What Federal agencies are providing data for use in the system?**

   PrinCE prints, encloses, and mails US Treasury check information provided from internal Fiscal Service systems: Payment Automation Manager, and RO Payments; or documents received from Fiscal Service Debt Management Services and Treasury Security Services as well as Federal Program Agencies: Veterans Affairs, Defense Finance Accounting Services, Department of Labor, Office of Special Trustees for American Indians, and the Railroad Retirement Board. Information is temporarily held on the PrinCE system before being purged.

   d. **What state and local agencies are providing data for use in the system?**

   None.

   e. **From what other third party sources will data be collected?**

   None.

3) **Accuracy, Timeliness, and Reliability**

    a. **How will data collected from sources, other than Fiscal Service records, be verified for accuracy?**

    Systems that provide input to PrinCE are responsible to verify accuracy of data. PrinCE is a service provider that prints the information.

    b. **How will data be checked for completeness?**

    Systems that provide input to PrinCE are responsible to verify completeness of data. PrinCE is a service provider that prints the information.

    c. **What steps or procedures are taken to ensure the data is current?**

    Systems that provide input to PrinCE are responsible to ensure data is current. PrinCE is a service provider that prints the information.

    d. **In what document(s) are the data elements described in detail?**

    Data elements from RO Payments checks are described in the Input Files Specifications and Outgoing File Specifications that are contained in the Computer Program Specification Series (CPSS). Data elements from Payment Automation Manager are described in the PAM Standard Check Format. Letter size documents are defined in document design files agreed upon with the customer agency.

ATTRIBUTES OF THE DATA:

1) **How is the use of the data both relevant and necessary to the purpose for which the system is being designed?**

    PrinCE prints US Treasury checks and documents for customer agencies.

2) **Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected? How will this be maintained and filed?**

    No data is derived, created, or otherwise produced.

3) **Will the new data be placed in the individual's record?**

    N/A

4) **Can the system make determinations about employees or members of the public that would not be possible without the new data?**

    N/A

5) **How will the new data be verified for relevance and accuracy?**

    N/A

6) **If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?**

    N/A

7) **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? (Explain)**

    N/A

8) **How will the data be retrieved? (If personal identifiers are used to retrieve information on the individual, explain and list the identifiers that will be used to retrieve data.)**

    N/A

9) **What kind of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

    N/A

10) **What opportunities do individuals have to decline to provide information (i.e., in such cases where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses)? How can individuals grant consent?**

    PrinCE does not collect information and therefore does not request information or consent from individuals.

MAINTENANCE AND ADMINISTRATIVE CONTROLS:

1) **What are the retention periods of data in this system? How long will the reports produced be kept?**

    Print files are temporarily stored to facilitate re-printing of any documents spoiled during the print, enclosing, and mailing process. Spoiled mail is shredded after being re-printed. Print files are then purged from the system.

2) **What are the procedures for disposition of the data at the end of the retention period? Where are the disposition procedures documented?**

    PrinCE is not a system of records and has no retention requirement. Data is disposed of automatically as file space is returned to the operating system.

3) **If the system is operated in more than one site, how will consistent use of the system and data be maintained at all sites?**

PrinCE is operated at two print sites with identical systems and procedures. Any changes are processed and monitored through a change control process. Data is only processed at the selected print site for a specific document and is not maintained at both sites.

4) **Is the system using technologies in ways that Fiscal Service has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

No

5) **How does the use of this technology affect employee or public privacy?**

N/A

6) **Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**

No

7) **What kind of information is collected as a function of the monitoring of individuals?**

N/A

8) **What controls will be used to prevent unauthorized monitoring?**

Access is restricted to authorized individuals responsible for administration of the system. Intrusion detection and auditing systems are used to prevent monitoring of individuals.

ACCESS TO DATA:

1) **Who will have access to the data in the system?**
   Check all that apply:
      __ **Contractors**
      __ **Users**
      __ **Managers**
      X **System Administrators**
      __ **System Developers**
      __ **Others (explain)**_____

2) **How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?**

Data is not accessible to users of the system. Users only require access to functions of the printing process. System administrators responsible for maintenance of the systems do have access to the underlying file system but all actions are logged.

3) **Will users have access to all data on the system or will the user's access be restricted? Explain.**

   Data is not accessible to users of the system. System administrators responsible for maintenance of the systems do have access to the underlying file system but all actions are logged.

4) **What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access? (Please list processes and training materials)**

   All actions of system administrators are logged.

5) **If contractors are/will be involved with the design, development or maintenance of the system, were Privacy Act contract clauses inserted in their contracts and were other regulatory measures addressed?**

   Yes, Privacy Act clauses are included in the contract. The contractor is required to adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable to agency rules and regulations.

6) **Do other systems share data or have access to the data in the system?**
   __yes
   X no

   If yes,

   a. Explain the interface.

   b. Identify the role responsible for protecting the privacy rights of the public and employees affected by the interface.

7) **Will other agencies share data or have access to the data in this system?**
   __yes
   X no

   If yes,

   a. Check all that apply:
   __Federal
   __State
   __ Local
   __Other (explain) _____

   b. Explain how the data will be used by the other agencies.

   c. Identify the role responsible for assuring proper use of the data.