



# *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):  
[https://www.fiscal.treasury.gov/fsreports/rpt/fspia/fs\\_pia.htm](https://www.fiscal.treasury.gov/fsreports/rpt/fspia/fs_pia.htm)

**Name of System:** Treasury Retail Securities Software Applications (TRSSA)

**Document Version:** 4

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**SYSTEM GENERAL INFORMATION:**

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

TRSSA is comprised of the Savings Bond Redemption System (SaBRS), an application that supports Savings Bonds operations.

SaBRS provides the following Savings Bonds functionality: redemptions; full and partial refunds of purchase price; payments; taxable reissues; bond pricing; payment functions; tax record creation, storage, and transmission.

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

- BPD.002—United States Savings-Type Securities
- BPD.003—United States Securities (Other than Savings-Type Securities)
- BPD.008—Retail Treasury Securities Access Application
- BPD.009—U.S. Treasury Securities Fraud Information System.

**3) If the system is being modified, will the SORN require amendment or revision?**

yes, explain.

no

**4) Does this system contain any personal information about individuals?**

yes

no

**a. Is the information about members of the public?**

Yes

**b. Is the information about employees or contractors?**

No

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

5 U.S.C. §301; 31 U.S.C. §3101, *et seq*

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## **DATA in the SYSTEM:**

### **1) Identify the category of individuals in the system**

Check all that apply:

- Employees
- Contractors
- Taxpayers
- Others (describe)

### **2) Identify the sources of information in the system**

Check all that apply:

- Employee
- Public
- Federal agencies
- State and local agencies
- Third party

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

None

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

The following information is collected for redemption requests: Tax Identification Number (e.g., Social Security Number or Employer Identification Number), name, mailing address, and bank account information for customers requesting ACH payment.

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

Fiscal Service provides redemption tables used to calculate redemption values in the system.

#### **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 are data collected from sources, other than Fiscal Service records, verified for accuracy?**

- Critical data entry elements are first passed, second passed, and balanced by separate operators.
- A proof process is completed before payments are issued.

- All routing (ABA) numbers used by financial institutions are validated using the accepted method published in the ABA Key to Routing Numbers.
- The TIN of all bond owners is validated using rules provided by the Social Security Administration.

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

Information submitted by the bond owner is manually reviewed for completeness. In addition, validation of certain key data elements including TIN and routing numbers is completed.

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

Information submitted by the bond owner is current. Validation of certain key data elements including TIN and routing numbers is completed to ensure data is current.

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

Data elements are described in the SaBRS System Documentation Section III – Database Structure document.

**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?**

The use of data captured is necessary to process savings bond redemption requests from investors. Payment is issued to the investor after processing is complete. Tax information for IRS Form 1099 is also sent annually.

**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 – new data is not derived.

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

Not Applicable

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

Not Applicable

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

Not Applicable

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

Data security rules are in place to limit access to the data to Federal Reserve System (FRS) employees who have valid log-on IDs and passwords, and who are authorized by management to access that data. Semi-annual reviews of the access rights for each employee are conducted.

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

Not Applicable – processes are not being consolidated.

- 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.)**

Data can be retrieved by searching the following key data elements: TIN, payee name, transaction ID, tracking number, and, if applicable, an ABA routing number. TIN is a personal identifier.

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

The IRS Form 1099 and 1042 are the only reports produced for an individual. The reports are used for reporting redemptions to the IRS.

- 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?**

All information gathered from the customer is voluntary. If a customer prefers not to provide the requested information, positive identification may not be possible. In such a case, the customer may provide a written request.

#### **MAINTENANCE AND ADMINISTRATIVE CONTROLS:**

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

Records of holdings, forms, documents, and other legal papers, which constitute the basis for transactions subsequent to original issue, are maintained for such time as is necessary to protect the legal rights and interests of the United States Government and the person affected, or according to their respective retention schedules.

- 2) What are the procedures for disposition of the data at the end of the retention**

**period? Where are the disposition procedures documented?**

Data is manually purged periodically based on retention time parameters. Electronic backups of the SaBRS system data is completed daily. Treasury Retail Securities (TRS) staff is responsible for obtaining the proper approvals prior to destruction of data produced from the application in accordance with the File Plan. Staff that are responsible for disposition of the data maintain the procedures within their respective department.

**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?**

There are two separate instances of SaBRS. One is operated at the FRB and the other is operated at Fiscal Service. This Privacy Impact Assessment is limited to the instance in operation at the FRB.

**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?**

SaBRS does not use any technologies that the bureau has not previously employed. Safeguards are in place to allow users in the SaBRS system to only have access to data that they need to perform their jobs.

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

SaBRS provides the capability to identify and locate an individual. It maintains the TIN, name, and mailing address to identify savings bond customers. SaBRS does not have the capability to monitor individuals.

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

Not Applicable - TRSSA does not monitor individuals.

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

Not Applicable - TRSSA does not monitor individuals.

**ACCESS TO DATA:**

**1) Who will have access to the data in the system?**

**Check all that apply:**

- Contractors
- Users
- Managers

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?**

Access is driven by the role of the user and his or her position as it relates to the Retail Securities business. Procedures are in place to manage the access process whereby the TRS management staff request and authorize access for individuals.

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

The system employs a role-based access model. Staff is placed in groups according to the business need.

**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 FRB employees are required to adhere to their Information Security Policy.
- Training sessions for data security and valuables handling are conducted annually for all TRS Department employees.
- Information security reviews of all access capabilities are completed by TRS Department managers or supervisors at least twice each year.
- Security Assessment and Authorization (SA&A) review is completed annually, and continuous monitoring is in place.

**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?**

No contractors are involved with the design and development of the systems.

**6) Do other systems share data or have access to the data in the system?**

yes  
 no

If yes,

**a. Explain the interface.**

Interface files are shared by SaBRS with other Fiscal Service controlled systems. ACH and Check payment files are sent to the Treasury Disbursement

Office (TDO) via secure transmission channel. In addition, Fiscal Service prints IRS Form 1099 and 1042, which is transmitted from SaBRS over a secure channel.

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

All employees with access to the system or data produced by the system are responsible for protecting the privacy rights of the public. Employees affected by the interface are protected in accordance with information classification and handling policies.

**7) Will other agencies share data or have access to the data in this system?**

**yes**  
 **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.**

The IRS will receive reports (IRS Form 1099 and 1042) from the system.

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

All employees with access to the system or data produced by the system are responsible for assuring proper use of the data in accordance with information classification and handling policies.