



Privacy Impact Assessment
for the

Avue Digital Services

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Contact Point

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Introduction

The web-based application of Avue Digital Services (ADS) provides the capability for people interested in employment opportunities with the Drug Enforcement Administration (DEA) to apply for jobs on-line through the Internet. Job candidates can create and update 'Applicant Profiles,' search for current vacancy announcements being advertised in ADS, create a job search profile, apply for jobs, and check the status of jobs for which they have applied. Applicants may also access a help tutorial, view jobs with other Federal Agencies, and see employer profiles.

Section 1.0 The System and the Information Collected and Stored within the System.

The following questions are intended to define the scope of the information in the system, specifically the nature of the information and the sources from which it is obtained.

1.1 What information is to be collected?

An applicant creates or updates his/her own applicant profile, which includes: name, address, social security number, date of birth, telephone numbers, email address, race, sex, national origin, ethnicity, handicap information and other information related to employment, education, background investigations and other information relevant to the jobs for which the individual applies.

1.2 From whom is the information collected?

The information is collected from applicants and potential applicants for DEA jobs.

Section 2.0

The Purpose of the System and the Information Collected and Stored within the System.

The following questions are intended to delineate clearly the purpose for which information is collected in the system.

2.1 Why is the information being collected?

The information is being collected to assist applicants and potential applicants for DEA jobs with the job application process.

Section 3.0 Uses of the System and the Information.

The following questions are intended to clearly delineate the intended uses of the information in the system.

3.1 Describe all uses of the information.

The information collected is used to assist applicants and potential applicants with the process of seeking employment with DEA, and to fill DEA vacancies.

Section 4.0 Internal Sharing and Disclosure of Information within the System.

The following questions are intended to define the scope of sharing both within the Department of Justice and with other recipients.

4.1 With which internal components of the Department is the information shared?

Information is not shared with other Department of Justice components.

Section 5.0 External Sharing and Disclosure

The following questions are intended to define the content, scope, and authority for information sharing external to DOJ which includes foreign, Federal, state and local government, and the private sector.

5.1 With which external (non-DOJ) recipient(s) is the information shared?

Information, such as vacancy announcements and referral lists, which contain personally identifiable information, are shared with the Avue Technology, Inc. Client Services Staff.

Section 6.0 Notice

The following questions are directed at notice to the individual of the scope of information collected, the opportunity to consent to uses of said information, and the opportunity to decline to provide information.

6.2 Do individuals have an opportunity and/or right to decline to provide information?

No. In order to apply for a Drug Enforcement Administration position, the user must provide the relevant information as it is required by Office of Personnel Management (OPM) to apply for any federal position in AVUE or in any other system.

6.3 Do individuals have an opportunity to consent to particular uses of the information, and if so, what is the procedure by which an individual would provide such consent?

No. The use of the information has been determined by OPM and is governed by staffing regulations required by OPM.

Section 8.0

Technical Access and Security

The following questions are intended to describe technical safeguards and security measures.

8.9 **Privacy Impact Analysis: Given access and security controls, what privacy risks were identified and describe how they were mitigated.**

Threat: Unauthorized Access to the ADS system

Risk: Low

Mitigation / Countermeasures:

- **Access:** Access to ADS is controlled; users must have a profile/password to log in. All records are maintained in a secure facility with access limited to only authorized personnel or authorized and escorted visitors. An ADS User Access Request form must be completed and forwarded to the Human Resources (HR) Division, Headquarters, Human Resources Information Systems Staff (HRI) or be e-mailed to the DEA Human Resource Division, Program Manager.
 - **Role-based access controls:** The level of access granted is dependent upon a person's job responsibilities.
 - DEA Applicants:** search for current vacancy announcements being advertised in ADS, create a job search profile, apply for jobs, and check the status of jobs for which they have applied.
 - Managers / Selecting Officials:** will be provided access to those menu options needed to create Position Descriptions (PDs), review candidate referral lists and make selections.
 - HR Specialists:** have access to a range of options needed to classify positions, advertise vacancies, monitor applications, generate referral lists, etc.
 - System Administrators:** have administrative rights to manage network and user accounts.
- **Security:** The ADS system is a secure system, with 128-bit Secure Socket Layer (SSL) encryption on the browser transmission level. The system is available 24 hours, 7 days a week. There is a possibility of nightly maintenance, between 12pm and 1am. When maintenance is scheduled, the system notifies users a minimum of 3 hours prior to the maintenance session. In addition, the system will automatically log a user out after 15 minutes of inactivity. Further efforts are placed around protecting

network and telecommunications equipment, network servers and transmissions, firewalls, and combating eavesdropping, and detecting intrusions.

Conclusion

ADS is a web-based application that the Drug Enforcement Administration uses to automate certain human resource functions, including the process to fill vacancies. Each user is provided with a unique user identification and password and system privileges are configured based on the user's role, approval level, delegations, and special permissions. Technical controls associated with "need to know" and "least privilege" ensure that users have no more privileges to data than required to conduct their official duties.

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