

**Department of the Interior
Minerals Management Service**

Privacy Impact Assessment

Name of Project: Advanced Budget/Accounting Control and Information System (ABACIS)

Bureau: Minerals Management Service

Project's Unique ID: DOI-MMS-M001

A. CONTACT INFORMATION:

Who is the Bureau/Office Privacy Act Officer?

Ginny Morgan
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Information Management Division
703-787-1689

B. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals?

Yes, the data contains name, SSN number, and contact information of individuals.

a. Is this information identifiable to the individual¹?

Yes, the information is identifiable.

b. Is the information about individual members of the public?

No, individually identifiable information is from government employees only.

¹ "Identifiable Form" - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

c. Is the information about employees?

Yes, GovWorks (now part of the Acquisition Services Directorate of the National Business Center) employee payroll information is on the ABACIS system. Also, MMS employee archival information resides on the system.

2) What is the purpose of the system/application?

Initially, ABACIS was the core administrative accounting system used by MMS to accomplish financial management accounting and payment responsibilities and to produce auditable financial statements. Archival data reflecting those operations are currently present on the system. Currently, ABACIS is being used to support GovWorks financial transactions and payroll information.

3) What legal authority authorizes the purchase or development of this system/application?

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The Finance Division and the budget officers for GovWorks review and approve purchases and the budget for ABACIS.

C. DATA IN THE SYSTEM:

1) What categories of individuals are covered in the system?

Employees and contractors

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

Individuals

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

Department of the Interior's National Business Center provides financial transaction information to ABACIS, as well as GovWorks provides payroll information.

c. What Tribal, State and local agencies are providing data for use in the system?

N/A

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

N/A

e. What information will be collected from the employee and the public?

Social Security Number, Tax Information Number, address, telephone numbers, and bank account information is collected.

D. ATTRIBUTES OF THE DATA:

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

Yes, data within the system is required for payments to be processed and/or employees to be paid properly.

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

No

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

N/A

4) Can the system make determinations about employees/public that would not be possible without the new data?

N/A

5) What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)

The Department of Treasury requires that all payment transactions include names and a SSN for individuals. Since this is required information, individuals may not decline to provide this information.

6) Under which Privacy Act systems of records notice does the system operate?

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