



Privacy Impact Assessment of the Consumer Advisory Council Web Nomination System

Program or application name.

Consumer Advisory Council Web Nomination System (CAC Web)

System Owner.

Board of Governors of the Federal Reserve System's (Board) Division of Consumer and Community Affairs

Contact information.

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Description of the IT system.

CAC Web is a web-based application that supports the Board's business processes for receiving, responding to, and reporting nominations for the Consumer Advisory Council (CAC). The CAC was established in 1976 at the direction of the Congress to advise the Board on the exercise of its duties

under the Consumer Credit Protection Act and on other consumer-related matters. The CAC, whose members are appointed by the Board and serve staggered three-year terms, represents the interests of consumers, communities, and the financial services industry. Nominations to the CAC can be submitted to the Board's Internet CAC nomination form at (<http://www.federalreserve.gov/forms/cacnominationform.cfm>) and by U.S. mail. CAC Web allows authorized Board CAC staff to enter nomination information and generate nomination letters and reports. It also provides search capability.

1. Information concerning individuals that is being collected and/or maintained.

- a. Nominee's name and personal contact information, including home address, home telephone number, facsimile number, e-mail address and business affiliation;
- b. Nominee's resume;
- c. Nominator's name and contact information; and
- d. Nominator's cover letter regarding nominee for CAC.

2. Source(s) of each category of information listed in item 1.

The source of information will be the individual who nominates himself/herself or an individual who nominates another person.

3. Purposes for which the information is being collected.

The information is collected to permit the Board to carry out its duties under the Consumer Credit Protection Act, 15 U.S.C. § 1691b(b), to receive, respond and report nominations for appointment to the CAC. The CAC, whose members are appointed by the Board and serve staggered three-year terms, represents the interests both of consumers, communities and the financial services industry. The CAC advises the Board on the exercise of its duties under the Consumer Credit Protection Act and on other consumer-related matters. The information is necessary to identify the individual nominator and nominee and facilitate a Board response to the nominator.

4. Who will have access to the information.

CAC Web is maintained on the Board's internal intranet and is not accessible by the public or by users outside of the Federal Reserve. For the most part, access to data by a user within the Board is determined by the "need-to-know" requirements of the Privacy Act (this means to authorized employees within the Federal Reserve who have a need for the information for official business purposes). Care is taken to ensure that only those employees who are authorized and have a need for the information for official business purposes have access to that information. Certain information may be subject to disclosure under the Freedom of Information Act. In addition, all information in the system may be disclosed for enforcement, statutory and regulatory purposes; to another agency or a Federal Reserve Bank; to a member of Congress; to the Department of Justice, a court, an adjudicative body or administrative tribunal, or a party in litigation; to federal, state, local and professional licensing boards; to the Equal Employment Opportunity Commission, Merit Systems Protection Board, Office of Government Ethics and Office of Special Counsel; to contractors, agents, and others; and where security or confidentiality has been compromised.

5. Whether the individuals to whom the information pertains will have an opportunity to decline to provide the information or consent to particular uses of the information (other than required or authorized uses).

Individuals may elect not to submit a nomination or to withdraw their nomination once submitted by themselves or another person; however, that will result in an inability to be considered for appointment to the CAC. The individual does not otherwise have an opportunity to consent to particular uses of the information.

6. Procedure(s) for ensuring that the information maintained is accurate, complete and up-to-date.

Business and technical requirements were written when the CAC Web application was developed to ensure that the user captures all data occurrences and data elements for tracking and reporting data. Edit checks for the system were implemented from the technical requirements to ensure

that data are entered correctly. If any technical discrepancy with the data is detected, it is reported to the Information Security CAC Web Administrator, who will follow-up on the matter until it is resolved. The completeness and timeliness of nomination information is reviewed by the Consumer Advisory Council staff.

7. The length of time the identifiable information will be retained and how it will be purged.

CAC Web is not currently covered under an existing Board records retention schedule. The Board is currently developing a request for disposition authority for submission to the National Archives and Records Administration covering CAC Web. Personal information maintained with the system will be retained until appropriate disposition authority has been established.

8. The administrative and technological procedures used to secure the information against unauthorized access.

Database access is password-protected and is limited only to authorized users. The Board IS CAC Web Administrator shall perform an annual verification process to ensure that all Board CAC Web Administrators adhere to the Board's security procedures for maintaining and updating CAC Web users.

9. Whether a new system of records under the Privacy Act be created. (If the data is retrieved by name, unique number, or other identifier assigned to an individual, then a Privacy Act system of records may be created).

A new Privacy Act system of records notice, BGFRS-39, will be created because records are retrieved by name.

Reviewed:

Charles S. Struckmeyer */signed/*

06/25/2009

Chief Privacy Officer

Date

Maureen Hannan */signed/*

07/09/2009

Chief Information Officer

Date