



## **Privacy Impact Statement of the Office of the Secretary's Correspondence Control System**

### **Program or application name.**

Office of the Secretary's Correspondence Control System (CCS)

### **System Owner.**

CCS is maintained by the Board of Governors of the Federal Reserve System's (Board) Office of the Secretary.

### **Contact Information:**

System Owner: Lynn Barron  
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Organization: Office of the Secretary  
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### **Description of the Program.**

CCS was developed to assist the Board in controlling and tracking incoming and outgoing correspondence with the public related to the Board. CCS provides staff with automated capabilities to log correspondence submitted either through the Board's public Web site, by facsimile or the mail, at its source or point of receipt

and to perform inquiries and track the status of that correspondence and any required response.

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

CCS collects the following personal information about individuals:

- a. name;
- b. job title;
- c. organization/affiliation;
- d. address (business or home);
- e. telephone number (business, home or cell);
- f. alternate phone number;
- g. facsimile number (business or home);
- h. e-mail address (business or personal); and
- i. summary of subject matter of correspondence.

**2. Source(s) of each category of information from item 1.**

In each case, the source of the information is the submitter of the correspondence.

**3. Purposes for which the information is being collected.**

The information is necessary to identify the individual correspondence; determine the specific nature of the correspondence; and facilitate a Board response to questions or comments in the correspondence.

**4. Individuals who will have access to this information.**

The information contained in the CCS is not accessible by the public. Access to CCS is restricted to authorized employees within the Federal Reserve who have a need for the information for official business purposes. 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 a member of Congress; to the Department of Justice, a court, an adjudicative body or administrative tribunal, or a party in litigation; to contractors, agents, and others; where security or confidentiality has been compromised. Records may also be used for reference purposes in preparing

responses to inquiries from the public and used in recording official duties of System personnel.

**5. Whether the individuals to which 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 have the opportunity to decline to provide information either by not submitting correspondence to the Board or by limiting the personal information provided.

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

All personally identifiable information collected and maintained in CCS is provided directly by the individual submitting the correspondence. The system relies on the individual to submit accurate, complete, and up-to-date information. CCS provides appropriate data entry validation checks to ensure the data are entered correctly.

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

Information in CCS is retained for three years or longer, if needed for administrative or reference purposes.

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

Access to CCS is restricted to authenticated and authorized employees within the Federal Reserve Board who require access for official business purposes. Federal Reserve Board users are classified into different roles and common access and usage rights are established for each role. User roles are used to delineate between the different types of access requirements.

Technical components of CCS, including the web server and database, are accessible only within the Federal Reserve Board's internal network. Access is restricted to administrators and technical support staff who facilitate the operation of CCS.

**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).**

CCS is already covered under a Privacy Act System of Records notice, entitled “FRB-Official General Files” (BGFRS-11).

Reviewed:

Charles S. Struckmeyer */signed/*

07/06/2009

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Chief Privacy Officer

\_\_\_\_\_  
Date

Maureen Hannan */signed/*

07/09/2009

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Chief Information Officer

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Date