



## **Privacy Impact Assessment of International Training Course On-Line Registration System**

### **Program or application name:**

International Training Course On-Line Registration System (ITCOLRS)

### **System Owner:**

Board of Governors of the Federal Reserve System's (Board) Division of Banking Supervision and Regulation (BS&R).

### **Contact information:**

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### **Description of the IT system:**

ITCOLRS is an interactive, electronic website and database through which staff from foreign central banks or bank supervisory authorities can register

on-line for international training courses sponsored by the Federal Reserve System.

**1. The information concerning individuals that is being collected and/or maintained:**

ITCOLRS will collect the following personally identifiable information from foreign registrants:

- a. Foreign registrant name;
- b. educational background;
- c. employment status;
- d. area of expertise;
- e. number of years worked at institution;
- f. emergency contact name; and
- g. emergency contact telephone number.

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

The information maintained in ITCOLRS is provided by foreign registrants who are registering on-line for international training courses sponsored by the Federal Reserve System.

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

The collection of personally identifiable information in ITCOLRS is necessary so that foreign registrants can apply for admission on-line to the Federal Reserve's international training courses.

**4. Who will have access to the information.**

Access to personally identifiable information maintained in ITCOLRS is generally limited to authorized Federal Reserve Board and Reserve Bank employees and contractors who have a need for the information for official purposes, which is generally limited only to managers and employees of the International Training and Technical Assistance (ITA) Section within BS&R, and the Board's IT PubWeb staff.

In addition, the information in ITCOLRS 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 contractors, agents, and others; and where security or confidentiality has been compromised to prevent, minimize, or remedy such harm that may occur.

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

Individual foreign registrants have the opportunity to decline to answer a limited number of questions requesting certain categories of information, such as middle name, emergency contact's e-mail address, reasons for applying, and their mailing code. In addition, should a foreign registrant not wish to provide the requested information, the registrant is at liberty to decline to apply for admission to a Federal Reserve-sponsored training program.

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

All personally identifiable information collected and maintained in ITCOLRS is obtained directly from the individual foreign registrants.

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

Information in ITCOLRS is retained for a period of five (5) years, although the information may be retained longer if needed for administrative or reference purposes. Electronic records are purged in accordance with established procedures.

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

The Federal Reserve Board uses a combination of methods to secure the information contained in ITCOLRS. Access to ITCOLRS is restricted to authenticated and authorized employees within the Federal Reserve 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.

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

The information may be retrieved by reference to an individual foreign registrant's name; therefore, a Privacy Act System of Records Notice will need to be published.

**Reviewed:**

\_\_\_\_\_  
Chief Privacy Officer

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Date

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Chief Information Officer

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Date