PRIVACY IMPACT ASSESSMENT (PIA)

System Name: Avue Digital Services (Avue)

Managing Office: Human Resource Management (HRM)

Is this a new or substantially revised electronic information system? If revised, describe revisions.

This is not a new system.

I.   Describe the information to be collected (e.g., nature and source). Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc).

The Office of Human Resources Management (HRM) uses Avue to collect information related to past and present employment history, types of clearances held, skills and qualifications, references, former supervisors, and other information relevant to the jobs for which the individual applies. Applicants are required to provide a user id, password, security question and answer, and an email address, but have the option to enter their name, phone number, and home address. Applicants have the ability to attach copies of forms as part of their application that contain Personally Identifiable Information (PII) such as social security number (SSN) or date of birth (DOB), e.g., Standard Forms 50 (personnel actions) or military discharge papers (DD214), to document federal employment or veterans preference eligibility.

Avue also collects information about past employers, supervisors, and other references for applicants. In addition to name, this information includes addresses, phone numbers, and email addresses.

Avue may collect race, sex, national origin, ethnicity, and disability information and other applicant data for Equal Employment Opportunity (EEO) reporting. However, selecting officials do not have access to this information. Applicant demographic information is kept separate from an application as an applicant proceeds through the hiring process. Sensitive information such as applicant SSN and DOB are not collected nor required as part of the Avue application process.

II. Why is the information being collected (e.g., to determine eligibility)?

Peace Corps uses Avue for staffing, recruitment and selection actions. Applicants who apply for a vacancy announcement provide information about their qualifications and eligibility. The system will generate a basic qualification status and rating based on applicant answers in order for the applicant to be considered for employment at Peace Corps. Applicant data are assessed by the system based on predetermined criteria, including citizenship and , answers to questionnaires, veterans preference eligibility. HRM uses this information to create selection rosters from which selections are made.

Applicant demographic data is collected in accordance with Equal Employment Opportunity Commission's Management Directive 715.

III. How will the information be used (e.g., to verify existing data)?

This information is collected to evaluate applicants for specific employment vacancies. Applicant demographic data gathered from voluntary responses is used to analyze and eliminate any barriers to equal employment opportunity and monitor the agency's progress in eliminating any barriers that may exclude certain groups of the population. Voluntary applicant surveys administered when applications are submitted within the system provide feedback for determining effectiveness of recruitment actions and sources.

IV. Will you share the information with others (e.g., another agency for a programmatic purpose)? If yes, list the entities.

Aggregate applicant demographic data is reported annually to the Equal Employment Opportunity Commission and the Office of Personnel Management annually.

Within Peace Corps, applicant information can be accessed by human resources staff, managers, selecting officials, assessment panels, and other agency employees or contractors involved in data collection, data reporting, the selection process and personnel action processing.

V. Describe what opportunities individuals have been given to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use).

In order to apply for an Agency position, the user must provide relevant information.

VI. How will the information be secured (e.g., administrative and technological controls)?

The Avue system is a secure system, with 128-bit Secure Socket Layer (SSL) encryption on the browser transmission level. Access to the agency data stored in

Avue is restricted to authorized account holders. Users are given the lowest level of privilege required for them to execute their responsibilities in Avue. Peace Corps users and Avue general users and administrators must enter a unique user ID and password to gain system access. Highly privileged Avue accounts are protected with two-factor authentication. Avue user accounts lock after three unsuccessful login attempts. Peace Corps account use is reviewed monthly by the Avue COTR. Avue is responsible for disabling accounts that have been inactive for 90 days and for removing accounts of separated Peace Corps employees. Avue is notified of separated employees at least every two months. Further protections include efforts to combat eavesdropping, and detect intrusions. Additionally, Agency personnel receive security awareness training.

VII.   How will the data be retrieved (e.g., will it be retrieved by a personal identifier such as name, social security number, address, telephone number or some other identifier that is unique to an individual)? Will a System of Record Notice be created under the Privacy Act, 5 U.S.C. 552a?

Data can be retrieved by personal identifier and by searching a vacancy announcement. For example, users can pull an applicant's data by name, and also through searching by filters, such as by language skills, or a specific vacancy announcement   The data collected is currently maintained under System of Record, PC -28: Applications for Employment and Office of Personnel Management, Government-wide Privacy Act Systems- OPM/GOVT-5, Recruiting, Examining, and Placement Records.