

e–trak VETS (Veterans Employment Tracking System) – Privacy Impact Assessment

PIA Approval Date – Mar. 29, 2011

System Overview

The new e–trak automated tracking system provides the Human Capital, IRS Recruitment office with the flexibility it requires to store, retrieve, update and track non–paid interns participating in the Warrior Intern Program, Non–Paid Work Experience Program and the non–paid Student Veteran Intern Program. e–trak VETS allows the business coordinators to create position, provide a review and interns selection process. In addition, it allows manager to approve the best candidate intern and track their time worked. All acquired veteran information is stored in a secured database and provides dynamic report generation.

Systems of Records Notice (SORN):

- IRS 34.037--Audit Trail and Security Records
- IRS 36.003--General Personnel and Payroll Records

Data in the System

1. Describe the information (data elements and fields) available in the system in the following categories:

- A. Taxpayer (prior hiring – upon receipt of Veterans application, intern contact is entered into the e–trak VETS database)
 - Name (first name, last name, middle initial)
 - Phone
 - Email
 - Address (Street, City, State, Zip)

- B. Employee (BU Point of Contact)
 - Name (first name, last name, middle initial)
 - Phone
 - Email

- C. Audit Trail Information
 - Audit Type
 - Time
 - Account Name
 - Data Object
 - Table Name
 - Tracking ID
 - Message
 - The audit trail assures that those who use e–trak VETS sub–module only have permissions to view and use the modules based on their role allows. The SA prepares and reviews monitoring reports based on Veterans Employment program requirements.

2. Describe/identity which data elements are obtained from files, databases, individuals, or any other source.

- A. IRS – Prior hiring, upon receipt of Veterans application, IRS local office point of contact is entered veterans data into the database.
- B. Taxpayer (Intern Contact) – Intern application is received via USAJOB, data is entered into the database.
- C. Employee – Only e–trak VETS users are authorized to access e–trak VETS system after being granted access using via OL5081. The users will log into the system using their SEID.

3. Is each data item required for the business purpose of the system? Explain.

Yes, all data collected is required for the supervisor to review and determine whether or not to approve and select an intern for job position.

4. How will each data item be verified for accuracy, timeliness, and completeness?

Users access the e–trak VETS module by authenticating at a login screen using their SEID and password. Users must enter accurate credentials before access is granted to the system. The SA prepares and reviews monitoring reports based on VETS established timeframes to validate/verify data.

5. Is there another source for the data? Explain how that source is or is not used.

e–trak VETS has no other sources for data other than LDAP and manual entry.

6. Generally, how will data be retrieved by the user?

Users access the e–trak VETS module using LDAP (Lightweight Directory Access Protocol) authentication. Only authorized users can access e–trak VETS module and users can only retrieve or handle data based on their assigned user roles

7. Is the data retrievable by a personal identifier such as name, SSN, or other unique identifier?

Yes. After logging into the e–trak VET module, users are able to access records from the following fields:

- Employee: (Intern Contact)
 - Name (first name, last name, middle initial)
 - Phone
 - Email
 - Address (Street, City, State, Zip)
- Supervisor:
 - Name (first name, last name, middle initial)]
 - SEID

Access to the Data

8. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Others)?

The primary users of the e–trak VETS module include Local office personnel, BU coordinator, Manager, VEO Admin and Administrator. This application does not allow access by the public. Only authorized users are granted authorization to e–trak VETS module through the On–Line 5081

process. The only maintenance personnel authorized to perform maintenance on the e-trak VETS module are the Administrators.

Role: System Administrator

Permission: View records, execute Structured Query Language (SQL) queries, view audit data, add users, assigning permissions, review list of accounts

Role: Administrator

Permission: Administer system, Database Administrator (DBA) access

Role: Local Office

Permission: Generate user reports, create, update, search, read intern contact

Role: Business Unit Coordinator

Permission: Generate user reports, create, update, search, read for position identification

Role: Manager

Permission: To approve and select an intern for job position

Role: Veterans Employment Office (VEO) Admin

Permission: Access to everything both intern contact and position identification

Role: Read Only

Permission: Search, read cases

Note: Contractors do not have access to the application.

9. How is access to the data by a user determined and by whom?

Access to e-trak VETS module is determined by submitting an On-Line 5081 and receiving authorization from the user's approval manager.

10. Do other IRS systems provide, receive, or share data in the system? If YES, list the system(s) and describe which data is shared.

No.

11. Have the IRS systems described in Item 10 received an approved Security Certification and Privacy Impact Assessment?

Not Applicable.

12. Will other agencies provide, receive, or share data in any form with this system?

No.

Administrative Controls of Data

13. What are the procedures for eliminating the data at the end of the retention period?

A request for records disposition authority for e-trak applications and associated records is currently being drafted with the assistance of the IRS Records and Information Management (RIM) Program Office. When approved by the National Archives and Records Administration (NARA), disposition instructions for e-trak inputs, system data, outputs and system documentation will be published in IRM 1.15, exact Records Control Schedule and item number to be determined

14. Will this system use technology in a new way?

No.

15. Will this system be used to identify or locate individuals or groups? If so, describe the business purpose for this capability.

No.

16. Will this system provide the capability to monitor individuals or groups? If yes, describe the business purpose for this capability and the controls established to prevent unauthorized monitoring.

No.

17. Can use of the system allow IRS to treat taxpayers, employees, or others, differently?

No.

18. Does the system ensure "due process" by allowing affected parties to respond to any negative determination, prior to final action?

No, the e-trak VETS module does not have the capability to make any negative determination. It is used to provide information to Supervisors and IRS Recruitment Specialist.

19. If the system is web-based, does it use persistent cookies or other tracking devices to identify web visitors?

No, upon logging into e-trak a session cookie is created. The session cookie is eliminated once the web user ends his/her session and exits out of the web browser. Persistent cookies are not administered by this system.

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