



NCUA
National Credit Union Administration

Privacy Impact Assessment for Employee Express

Fiscal Year 2018

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PIA for Employee Express • FY2018

Table of Contents

| | |
|--|---|
| About this Document | 2 |
| Basic Information about the System | 2 |
| Authority | 2 |
| Purpose Specification and Use Limitation | 3 |
| Minimization | 3 |
| Individual Participation | 4 |
| Quality and Integrity | 4 |
| Security | 5 |
| Transparency | 5 |
| Accountability | 6 |
| Approval | 7 |





About this Document

A Privacy Impact Assessment (PIA) is an analysis of how PII is handled to ensure that handling conforms to applicable privacy requirements, determine the privacy risks associated with an information system or activity, and evaluate ways to mitigate privacy risks. A PIA is both an analysis and a formal document detailing the process and the outcome of the analysis.

Program offices and system owners are required to complete a PIA whenever they develop, procure, or use information technology to create, collect, use, process, store, maintain, disseminate, disclose, or dispose of PII.¹ Completion of a PIA is a precondition for the issuance of an authorization to operate.²

A PIA form (and an automatic workflow and streamlined review and approval process) has been developed for consistency and ease of use. The form, and additional guidance about PIAs, is available for NCUA staff on the [Privacy team's intranet site](#).

The Privacy team is responsible for reviewing and approving PIAs, preparing approved PIAs for publication, and otherwise managing the PIA process.

Basic Information about the System

System Name: Employee Express

NCUA Office Owner: OCFO

System Manager: [REDACTED]

Authority

NCUA should only create, collect, use, process, store, maintain, disseminate, or disclose PII if it has authority to do so, and such authority should be identified in the appropriate notice.

¹ 44 U.S.C. § 3501, note; Pub. L. 107-347, § 208(b).

² OMB Memorandum M-14-04, *Fiscal Year 2013 Reporting Instructions for the Federal Information Security Act and Agency Privacy Management* (2013).



Authority for the System

5 U.S.C., pt. III

Purpose Specification and Use Limitation

NCUA should provide notice of the specific purpose for which PII is collected and should only use, process, store, maintain, disseminate, or disclose PII for a purpose that is explained in the notice and is compatible with the purpose for which the PII was collected, or that is otherwise legally authorized.

Purpose of the System

The information is collected for payroll purposes.

Intended Use of the PII Collected

Employee Express is an online application that enables employees of participating agencies to manage their own discretionary payroll and personnel transactions. For example, employees can use Employee Express to view and make changes to their tax withholdings, financial allotments, direct deposit, address, thrift savings, health benefits, combined federal campaign (CFC) donations.

Sharing of the PII

The information maybe shared internally upon request with OGIC, OHR, Managers and Auditors.

The information in the system is shared externally with PARS/CHIS(GSA's system).

Minimization

NCUA should only create, collect, use, process, store, maintain, disseminate, or disclose PII that is directly relevant and necessary to accomplish a legally authorized purpose, and should only maintain PII for as long as is necessary to accomplish that purpose.



Types of PII Collected

Employee Express displays earnings and leave statement, personal information such as bank information, federal health benefits, federal and state tax, direct deposit, financial allotment, health savings allotment, home address, thrift savings plan, NCUA savings plan, W-2 and 1095-c.

Individual Participation

NCUA should involve the individual in the process of using PII and, to the extent practicable, seek individual consent for the creation, collection, use, processing, storage, maintenance, dissemination, or disclosure of PII. NCUA should also establish procedures to receive and address individuals' privacy-related complaints and inquiries.

Opportunity for Consent

Due to the nature of this system, there is not an opportunity to ask individuals to consent.

Procedures to Address Individuals' Privacy Related Complaints and Inquiries

The Privacy team knows that complaints, concerns, and questions from individuals can be a valuable source of input that improves operational models, uses of technology, data collection practices, and privacy safeguards. To facilitate this type of feedback, the Privacy team has established the Privacy Complaint Process to receive and respond to complaints, concerns, and questions from individuals about NCUA's privacy practices. The process is described on [NCUA's privacy website](#). The Privacy team appropriately records and tracks complaints, concerns, and questions to ensure prompt remediation.

Quality and Integrity

NCUA should create, collect, use, process, store, maintain, disseminate, or disclose PII with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to ensure fairness to the individual.



Source of the PII

The employee information is pulled PARS/CHRIS (which is originally supplied by the individual). Any updates are made by the individuals directly.

Security

NCUA should establish administrative, technical, and physical safeguards to protect PII commensurate with the risk and magnitude of the harm that would result from its unauthorized access, use, modification, loss, destruction, dissemination, or disclosure.

Safeguards

Employee Express is owned and managed by OPM, and OPM is therefore largely responsible for the security of the system. Users must employ a secure browser that encrypts data via SSL between the user site and the Employee Express website. Users must their PIV Card for two-factor authentication to log into the system.

Transparency

NCUA should be transparent about information policies and practices with respect to PII, and should provide clear and accessible notice regarding creation, collection, use, processing, storage, maintenance, dissemination, and disclosure of PII.

Applicable SORN

This system is covered by OPM/GOVT-1.

Availability of Privacy Notices

The SORN and PIA for the Employee Express are publicly available on [the privacy page of NCUA's website](#).



Accountability

NCUA should be accountable for complying with these principles and applicable privacy requirements, and should appropriately monitor, audit, and document compliance. NCUA should also clearly define the roles and responsibilities with respect to PII for all employees and contractors, and should provide appropriate training to all employees and contractors who have access to PII.

Compliance with the Fair Information Privacy Principles

As evidenced by this PIA (and the other information publicly available on [the privacy page of NCUA's website](#)), NCUA is committed to achieving and maintaining compliance with the Fair Information Privacy Principles.

Roles and Responsibilities of NCUA Staff

As detailed in the NCUA Computer Security Rules of Behavior, all NCUA staff are responsible for protecting PII from unauthorized exposure and for reducing the volume and types of PII necessary for program functions. Staff must protect all PII that they handle, process, compile, maintain, store, transmit, or report on in their daily work.

To protect PII, staff must use proper collection, storage, transportation, transmission, and disposal methods, must not access PII beyond what they need to complete their job duties, and must not disclose PII to unauthorized parties. Managers are also responsible for providing their subordinates with context-specific practical guidance about protecting PII.

All NCUA staff are required to review and acknowledge receipt and acceptance of the Rules of Behavior upon gaining access to NCUA's information systems and associated data.

Failure to protect PII may result in administrative sanctions, and criminal and/or civil penalties.³

Training

Together with the Office of Human Resources, the Privacy team ensures that new employees complete mandatory privacy training, and all existing employees and

³ 5 U.S.C. § 552a(i)(3); NCUA Computer Security Rules of Behavior.



contractor employees complete privacy refresher training once every fiscal year. NCUA staff electronically certify acceptance of their privacy responsibilities as a part of annual privacy refresher training. The Privacy team keeps auditable records of completion of all mandatory trainings.

Approval

This PIA was approved by or on behalf of the Senior Agency Official for Privacy on 9/6/17.

