



NCUA
National Credit Union Administration

Privacy Impact Assessment for ePerformance

Fiscal Year 2018

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PIA for ePerformance • FY2018

Table of Contents

About this Document	2
Basic Information about the System	2
Authority	2
Purpose Specification and Use Limitation	3
Minimization	4
Individual Participation	4
Quality and Integrity	5
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: ePerformance

NCUA Office Owner: OHR

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 ePerformance application collects this information to enable employees to complete all phases of NCUA's performance management program via a web-based interface. ePerformance facilitates employee performance plan issuance, plan acknowledgement, progress review acknowledgment, and the completion of a final year-end evaluation. The final rating of record is recorded on the agency's official performance form and sent electronically to the electronic Official Personnel Folder (eOPF).

Authority to maintain personnel information is covered in OPM GOVT-2.

Intended Use of the PII Collected

The collected PII is used to facilitate and document the employee summary information that is listed on the first page of each employees' Performance Plan form. The data is also used to provide employees with access to ePerformance and to provide reports to HR Staff to update Human Resources Information System (HRIS) with annual summary ratings.

Sharing of the PII

ePerformance will share information with NCUA employees, supervisors and designated authorized staff that official duties as authorized by law and regulations including:

- Employees – View their own information and acknowledge receipt of initial plan issuance, progress review and final performance rating.
- HR and HR liaisons – Access employee information to track and perform administrative actions such as running a variety of summary reports, uploading new or revised performance plans to the plan library, and re-routing



- performance plans to proper tasks.
- Supervisors – Issue performance plans to staff at the beginning of the cycle, acknowledge the completion of required progress and to prepare and issue final performance reviews/ratings.
 - Office of Personnel Management – Receive final performance appraisals for eOPFs.
 - Northrup and Grumman – To monitor and maintain the system performance.

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

ePerformance collects and maintains information about NCUA employees' annual performance appraisals, including full name, employee ID number, performance reviews, summary ratings and scores.

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

Employee data is transmitted electronically once a week from NCUA Human Resources Information System.

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

ePerformance is accessed using a username and password. Roles and responsibilities are assigned by the system administrator(s) which limits user access to only the information they are authorized to access, and that they need to know in order to conduct business transactions in their area of responsibility.

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-2.

Availability of Privacy Notices

The SORN and PIA for the ePerformance 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 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 10/2/2017.

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