



## **Privacy Impact Assessment**

For  
**Budget Service Budget Formulation (BSBF)**

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## 1. System Information.

*Describe the system - include system name, system acronym, and a description of the system, to include scope, purpose and major functions.*

The BSBF also known as the Budget Formulation Database (BFD) is a government-owned, web-based application that is used by the Budget Service to collect salary and expense budget information from individual offices across the U.S. Department of Education. After the initial budget request information is collected from individual Department offices, the Database then facilitates the Department's internal budget review process and submission of the Department's budget request to the Office of Management and Budget (OMB) and Congress. This system allows the Department to process budget data submissions in an efficient and transparent way throughout the entire budget process.

The budget information is collected from Department offices annually during two periods: the first being a six-week period and the second being a two-week period. The data that is collected, processed, reviewed, queried, reported, and published is stored in a central repository (SQL Server 2008 database). BSBF does not give or receive any data to any other major application (MA) or general support system (GSS).

Access to BSBF is provided to approximately 100 users in ED's Offices and Budget Service. All users are internal to ED (users must first be granted with access to EDUCATE and then obtain access to BSBF). The budget request and formulation process is comprised of a series of data collection, maintenance, review, and approval activities associated with a specific funding year.

## 2. Legal Authority.

*Cite the legal authority to collect and use this data. What specific legal authorities, arrangements, and/or agreements regulate the collection of information?*

Department of Education Organization Act (Public Law 96-88, 93 Stat.668, October 17, 1979)

## 3. Characterization of the Information.

*What elements of personally identifiable information (PII) are collected and maintained by the system (e.g., name, social security number, date of birth, address, phone number)? What are the sources of information (e.g., student, teacher, employee, university)? How is the information collected (website, paper form, on-line form)? Is the information used to link or cross-reference multiple databases?*

The system requires users to register with the database to create a User ID. The registration form requires users to supply their first name, last name, principal office, job title, office phone number, and office email address. The information collected is the same information that can be accessed within the global address lookup through Outlook. The information is collected through a web-based form that is behind the Department's firewall. This information does not cross-reference to multiple databases. No additional PII is collected.



#### **4. Why is the information collected?**

*How is this information necessary to the mission of the program, or contributes to a necessary agency activity? Given the amount and any type of data collected, discuss the privacy risks (internally and/or externally) identified and how they were mitigated.*

The data collected from office users is key information for the Department's internal budget review process and submission of the Department's Salaries and Expenses budget request to OMB and Congress. This system allows the Department to process budget data submissions in an efficient and transparent way throughout the entire budget process. The privacy risks are minimal. The information being collected is not highly sensitive, and security controls have been implemented, as described below.

#### **5. Social Security Number (SSN).**

*If an SSN is collected and used, describe the purpose of the collection, the type of use, and any disclosures. Also specify any alternatives that you considered, and why the alternative was not selected. If system collects SSN, the PIA will require a signature by the Assistant Secretary or designee. If no SSN is collected, no signature is required.*

This system does not collect Social Security Numbers.

#### **6. Uses of the Information.**

*What is the intended use of the information? How will the information be used? Describe all internal and/or external uses of the information. What types of methods are used to analyze the data? Explain how the information is used, if the system uses commercial information, publicly available information, or information from other Federal agency databases.*

The information collected during the registration process will be used for creation of a user account and is not used beyond the creation of the ID. The system does not use information from other Federal agency databases.

The budgetary information that Principal Offices collect is used for the creation of the Department's Salaries and Expenses budget submissions to OMB and Congress.

#### **7. Internal Sharing and Disclosure.**

*With which internal ED organizations will the information be shared? What information is shared? For what purpose is the information shared?*

All of the information that is collected at the time of registration for a BFD user account is stored in the database and is shared with only the user's internal office members that have accounts and the BFD administrators. The information collected is the same information that can be accessed within the global address lookup through Outlook.



## 8. External Sharing and Disclosure.

*With what external entity will the information be shared (e.g., another agency for a specified programmatic purpose)? What information is shared? For what purpose is the information shared? How is the information shared outside of the Department? Is the sharing pursuant to a Computer Matching Agreement (CMA), Memorandum of Understanding or other type of approved sharing agreement with another agency?*

The collected information is not shared with any external entities.

## 9. Notice.

*Is notice provided to the individual prior to collection of their information (e.g., a posted Privacy Notice)? What opportunities do individuals have to decline to provide information (where providing the information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent?*

When logging into the BFD there is a notice to users notifying them that they are accessing a U.S. Government information system and they are consenting to the following: no reasonable expectation of privacy regarding any communications or data transiting this information system; at any time the government may monitor, intercept, search and seize any communication or data transiting this information system; and any communications or data transiting this information system may be disclosed or used for any purpose.

There is no notice or opportunity to decline providing information at the point of user registration, because this information is required to access the system.

## 10. Web Addresses.

*List the web addresses (known or planned) that have a Privacy Notice.*

Login page (after selecting Logout): [http://connected2/ous\\_bs/default.cfm](http://connected2/ous_bs/default.cfm) and Welcome page (after Windows automatically logs you in): [http://connected2/ous\\_bs/welcome.cfm](http://connected2/ous_bs/welcome.cfm).

## 11. Security.

*What administrative, technical, and physical security safeguards are in place to protect the PII? Examples include: monitoring, auditing, authentication, firewalls, etc. Has a C&A been completed? Is the system compliant with any federal security requirements?*

The database is located behind the Department's firewall. The BFD also authenticates users through ED credentials, which alleviates any security issues. A Security Authorization has been completed and the system is compliant with federal security requirements.



## **12. Privacy Act System of Records.**

*Is a system of records being created or altered under the Privacy Act, 5 U.S.C. 552a? Is this a Department-wide or Federal Government-wide SORN? If a SORN already exists, what is the SORN Number?*

A system of record notice is not needed because the information collected is not retrieved by any personal identifiers. Therefore, a system of record as defined by the Privacy Act is not being created and the reporting requirements of OMB Circular A-130 do not apply.

## **13. Records Retention and Disposition.**

*Is there a records retention and disposition schedule approved by the National Archives and Records Administration (NARA) for the records created by the system development lifecycle AND for the data collected? If yes – provide records schedule number:*

Records are maintained and disposed of in accordance with the Department's Records Disposition Schedules ED 057, 086, and 119.