



## **Privacy Impact Assessment of the Office of the Secretary's Directors Program Database**

### **Program or application name.**

Office of the Secretary's Directors Program Database (DPD)

### **System Owner.**

DPD is maintained by the Board of Governors of the Federal Reserve System's (Board) Office of the Secretary.

### **Contact information.**

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### **Description of the Program.**

DPD is an application designed to maintain information about past and present Federal Reserve Bank and Branch directors.

**1. Information concerning individuals that is being collected and/or maintained.**

DPD will collect the following personal information about Federal Reserve Bank and Branch Directors:

- a. Name of Director;
- b. Job Title, Organization, and Location of Organization;
- c. Preferred Mailing Address (Business or Home)
- d. Phone Number (Business, Home, or Cell)
- e. Fax Number (Business or Home)
- f. E-mail Address (Business or Personal)
- g. Assistant's Full Name, Phone Number and E-mail Address
- h. Business Sector, Business Ownership Information, Business Size Information and Business Website Address
- i. Nickname;
- j. Gender;
- k. Race;
- l. Place of Birth; and
- m. Photograph.

**2. Source(s) of each category of information from item 1.**

All personally identifiable information maintained in DPD is collected from Federal Reserve Bank and Branch directors after they have been designated. The personally identifiable information is collected by authorized Federal Reserve staff.

**3. Purposes for which the information is being collected.**

The records are collected and maintained to assist the Board in its work with Federal Reserve Bank and Branch Directors and with Reserve Banks.

**4. Who will have access to this information.**

Authorized employees within the Federal Reserve System who need the information for official business purposes are granted access to the information contained in DPD. Certain information may be subject to disclosure under the

Freedom of Information Act. In addition, all information in the system may be disclosed for enforcement, statutory and regulatory purposes; to a member of Congress; to the Department of Justice, a court, an adjudicative body or administrative tribunal, or a party in litigation; to contractors, agents, and others; or where security or confidentiality has been compromised. Records may be used for contacting directors about business matters and conferences, as background information for determining qualifications for appointment and reappointment, for compiling information for news releases and other publications, and for preparing correspondence concerning such persons.

**5. Whether the individuals to which the information pertains will have an opportunity to decline to provide the information or consent to particular uses of the information (other than required or authorized uses).**

Directors do not have an opportunity to decline to provide the information or consent to particular uses of the information.

**6. Procedures(s) for ensuring that the information maintained is accurate, complete and up-to-date.**

All personally identifiable information maintained in the DPD is collected from designated Federal Reserve Bank and Branch directors by authorized Federal Reserve staff. The DPD system provides data entry validation checks to ensure the information is entered correctly.

**7. The length of time the identifiable information will be retained and how it will be purged.**

Information in the DPD is retained for three years or longer, if needed for administrative or reference purposes. Electronic records are purged in accordance with established procedures.

**8. The administrative and technological procedures used to secure the information against unauthorized access.**

Access to data in the DPD system is restricted to authorized employees within the Federal Reserve Board and Reserve Banks. All security is controlled using a layered approach with a combination of roles and level security. The system's user community has been classified into different roles based on commonalities in their access and usage requirements.

There are four access levels (development administrator, application administrator, read and write, and read-only) in DPD to secure information against unauthorized access. The DPD development administrator controls which access levels perform what actions in the system. The core staff from the Office of the Secretary, which is directly involved in the processing of director information, has rights to access the core portions of the system as application administrators of the information. The remainder of the users from the Reserve Banks and Federal Reserve Board have either read/write or read-only access to the directors' information.

**9. Whether a new system of records under the Privacy Act be created.**

DPD is covered by an existing Privacy Act System of Records notice, entitled "FRB-General File of Federal Reserve Bank and Branch Directors" (BGFRS-14). DPD, therefore, does not require a new Privacy Act System of Records notice.

**Reviewed:**

Charles S. Struckmeyer <i>/signed/</i>	12/02/2008
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Chief Privacy Officer	Date
 Maureen Hannan <i>/signed/</i>	 12/15/2008
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Chief Information Officer	Date