

Privacy Impact Assessment

OFEO Facilities Management System – Facilities Center

I. System Identification

1. **IT System Name:** Facilities Management System - FacilityCenter
2. **IT System Sponsor:** Office of Facilities, Engineering and Operations (OFEO)
3. **System Sponsor Unit:** OCIO Systems Modernization Division
4. **IT System Manager:** Michelle T. Gooch, Facilities Management Systems Manager
5. **PIA Author:** Michelle T. Gooch
6. **SI Unit Director or Designee:** Clair Gill, Deputy Director of OFEO
7. **Date:** October 2009
8. **Brief (one paragraph) description of the system:**

The OFEO Facilities Management System (FMS) Facilities Center (FC) provides OFEO access to information about the Institution's buildings and grounds, including original Congressional authorization and construction completion dates, geographical locations, new construction or renovation projects, major equipment maintenance, asset and inventory, space occupancy and utilization, facilities drawings, and total cost of ownership. Facilities Center is used to help manage the revitalization, repair, and maintenance of its facilities and is a repository for maintaining facilities information.

II. Privacy Assessment

1. What information is being (or will be) collected.

- a) The OFEO employee name and the last four digits of his/her social security number are stored along with time and attendance information.
- b) The name of the Smithsonian staff member (staff, contractor, volunteer, intern) and other affiliated SI members and the associated service requests for facilities work is collected along with the Smithsonian organizational name or unit, office location, and office phone number.

2. Why the information is being collected.

- a) Information was collected to produce time and attendance reports to Payroll and to associate labor hours with work orders.

- b) SI collects this information to support facilities service requests. In doing so, information is captured that allows us to identify the Name, SI Organization, SI Office Location and SI Phone Number of the person requesting the service. This information is subsequently used to auto populate information for future facilities service requests.

3. The intended use of the information.

- a) The time and attendance data is currently being stored for historical purposes only. The data is also maintained to comply with Payroll's policy to keep this information for a minimum of six years.
- b) OFEO use this information to provide the various service departments with contact information for the person requesting services. It also helps OFEO to determine who, what, when, and where work is being performed. The service requestor / point of contact information is also used to validate, schedule, and ensure completion of work. Information about the work being performed is printed online using a service order form, or by using service order reports that contain requestor information.

4. With whom will the information will be shared.

- a) The time and attendance data stored in this system is used by the Smithsonian to help determine the basis for pay corrections.
- b) Information is shared with designated OFEO staff, contractors and developers. Application access is determined via a user account request form signed by the appropriate manager.

5. What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared.

- a) Data is a historical record of time recorded by Payroll and as such no changes or updates to this information are being made.
- b) Staff information is updated as requests are submitted for work or upon request from the requestor or the organization.

6. How the information will be secured.

The system is controlled with respect to access, authority to modify, and ability to operate it. Smithsonian users access the system through desktop or laptop computers. The System is certified and accredited based National Institute of Standards and Technology Special Publication 800-37 Guide for the Security Certification and Accreditation of Federal Information Systems. The Smithsonian's certification and accreditation program is based on a risk assessment and testing of controls commensurate with the importance and sensitivity of the system and acceptance of risk and authorization to operate by the program sponsor and the Chief Information Officer.