

**U.S. Department of Housing and
Urban Development**

Office of the Chief Financial Officer

**A 75 HUD Central Accounting and Program System
(HUDCAPS)**

Privacy Impact Assessment

November 8, 2013

DOCUMENT ENDORSEMENT

I have carefully assessed the Privacy Impact Assessment (PIA) for HUD Central Accounting and Program System (HUDCAPS). This document has been completed in accordance with the requirement set forth by the [E-Government Act of 2002](#) and [OMB Memorandum 03-22](#) which requires that "Privacy Impact Assessments" (PIAs) be conducted for all new and/ or significantly altered IT Systems, and Information Collection Requests.

ENDORSEMENT SECTION

Please check the appropriate statement.

- The document is accepted.
 The document is accepted pending the changes noted.
 The document is not accepted.

Based on our authority and judgment, the data captured in this document is current and accurate.

/s/ Christopher B. Davies

Christopher B. Davies

Acting Assistant Chief Financial Officer for Systems
Office of the Chief Financial Officer
U.S. Department of Housing and Urban Development

11/25/13

Date

/s/ Simin D. Narins

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Director, Financial Systems Quality Assurance Division
Office of the Chief Financial Officer
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11/25/2013

Date

/s/ Donna Robinson-Staton

Donna Robinson-Staton

Departmental Privacy Act Officer
Office of the Chief Information Officer
U. S. Department of Housing and Urban Development

11/26/2013

Date

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**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PRIVACY IMPACT ASSESSMENT (PIA) FOR:
HUD CENTRAL ACCOUNTING AND PROGRAM SYSTEM (HUDCAPS)**

**(for IT Systems: OMB Unique Identifier # 025-00-01-01-01-1020-00-402-124
and PCAS #202620)**

November 8, 2013

NOTE: See Section 2 for PIA answers, and Section 3 for Privacy Act Officer's determination.

SECTION 1: BACKGROUND

Importance of Privacy Protection – Legislative Mandates:

HUD is responsible for ensuring the privacy and confidentiality of the information it collects on members of the public, beneficiaries of HUD programs, business partners, and its own employees. These people have a right to expect that HUD will collect, maintain, use, and disseminate identifiable personal information only as authorized by law and as necessary to carry out agency responsibilities.

The information HUD collects is protected by the following legislation and regulations:

- [Privacy Act of 1974, as amended](#) affords individuals the right to privacy in records that are maintained and used by Federal agencies. (See <http://www.usdoj.gov/foia/privstat.htm>; see also [HUD Handbook 1325.1 at www.hudclips.org](#));
- Computer Matching and Privacy Protection Act of 1988 is an amendment to the Privacy Act that specifies the conditions under which private information may (or may not) be shared among government agencies. (See <http://www.usdoj.gov/foia/privstat.htm>);
- [Freedom of Information Act of 1966, as amended](#) (http://www.usdoj.gov/oip/foia_updates/Vol_XVII_4/page2.htm) provides for the disclosure of information maintained by Federal agencies to the public, while allowing limited protections for privacy. See also [HUD's Freedom of Information Act Handbook \(HUD Handbook 1327.1 at www.hudclips.org\)](#));
- [E-Government Act of 2002](#) requires Federal agencies to conduct Privacy Impact Assessments (PIAs) on its electronic systems. (See http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf; see also the summary of the E-Government Act at http://www.whitehouse.gov/omb/egov/pres_state2.htm);
- [Federal Information Security Management Act of 2002](#) (which superseded the Computer Security Act of 1987) provides a comprehensive framework for ensuring the effectiveness of information security controls over information resources that support Federal operations and assets, etc. See also the codified version of Information Security

regulations at [Title 44 U.S. Code chapter 35 subchapter II \(http://uscode.house.gov/search/criteria.php\)](http://uscode.house.gov/search/criteria.php); and

- [OMB Circular A-130, Management of Federal Information Resources, Appendix I \(http://www.whitehouse.gov/omb/circulars/a130/appendix_i.pdf\)](http://www.whitehouse.gov/omb/circulars/a130/appendix_i.pdf) defines Federal Agency responsibilities for maintaining records about individuals.

Access to personally identifiable information will be restricted to those staff that has a need to access the data to carry out their duties; and they will be held accountable for ensuring privacy and confidentiality of the data.

What is the Privacy Impact Assessment (PIA) Process?

The Privacy Impact Assessment (PIA) is a process that evaluates issues related to the privacy of personally identifiable information in electronic systems. See background on PIAs and the 7 questions that need to be answered at: <http://www.hud.gov/offices/cio/privacy/pia/pia.cfm>. Personally identifiable information is defined as information that actually identifies an individual, e.g., name, address, social security number (SSN), or identifying number or code; or other personal/ sensitive information such as race, marital status, financial information, home telephone number, personal e-mail address, etc. Of particular concern is the combination of multiple identifying elements. For example, knowing name + SSN + birth date + financial information would pose more risk to privacy than just name + SSN alone.

The PIA:

- Identifies the type of personally identifiable information in the system (including any ability to combine multiple identifying elements on an individual);
- Identifies who has access to that information (whether full access or limited access rights); and
- Describes the administrative controls that ensure that only information that is necessary and relevant to HUD's mission is included.

Who Completes the PIA?

The program area System Owner and IT Project Leader work together to complete the PIA. The System Owner describes what personal data types are collected, how the data is used, and who has access to the personal data. The IT Project Leader describes whether technical implementation of the System Owner's requirements presents any risks to privacy, and what controls are in place to restrict access of personally identifiable information.

When is a Privacy Impact Assessment (PIA) Required?

1. **New Systems:** Any new system that will contain personal information on members of the public requires a PIA, per OMB requirements (this covers both major and non-major systems).

2. Existing Systems: Where there are significant modifications involving personal information on members of the public, or where significant changes been made to the system that may create a new privacy risk, a PIA is required.

3. Information Collection Requests, per the Paperwork Reduction Act (PRA): Agencies must obtain OMB approval for new information collections from ten or more members of the public. If the information collection is both a new collection and automated, then a PIA is required.

What are the Privacy Act Requirements?

Privacy Act. The [Privacy Act of 1974](http://www.usdoj.gov/foia/privstat.htm), as amended (<http://www.usdoj.gov/foia/privstat.htm>) requires that agencies publish a Federal Register Notice for public comment on any intended information collection. Privacy Act Systems of Records are created when information pertaining to an individual is collected and maintained by the Department, and is retrieved by the name of the individual or by some other identifying number, symbol, or other identifying particular assigned to an individual. The [E-Government Act of 2002](#) requires PIAs for electronic systems as well as information collection requests that are automated. So, there is a relationship between the new PIA requirement (when automation is involved) and the long-standing Privacy Act System of Records Notices (for both paper-based and automated records that are of a private nature). For additional information, contact the Departmental Privacy Act Officer in the Office of the Chief Information Officer.

Why is the PIA Summary Made Publicly Available?

The E-Government Act of 2002 requires that the analysis and determinations resulting from the PIA be made publicly available. The Privacy Advocate in HUD's Office of the Chief Information Officer (OCIO) is responsible for publishing the PIA summary on HUD's web site. See: <http://www.hud.gov/offices/cio/privacy/pia/pia.cfm>.

SECTION 2 – COMPLETING A PRIVACY IMPACT ASSESSMENT

Please submit answers to the Departmental Privacy Act Officer in the Office of the Chief Information Officer (OCIO). If any question does not apply, state Not Applicable (N/A) for that question, and briefly explain why it is not applicable.

Program Area: Office of the Chief Financial Officer

Subject Matter Expert in the Program Area: Joseph Trapani, Systems Maintenance Branch, Financial Systems Maintenance Division, Office of the Chief Financial Officer, (202) 402-3764

Program Area Manager: Christopher B. Davies, Acting Assistant Chief Financial Officer for Systems, Office of the Chief Financial Officer, (202) 402-3758

IT Project Leader: Themitha R. Garner, Office of Systems Integration & Efficiency, Office of the Chief Information Officer, (202) 402-3165

For IT Systems:

- **Name of system:** HUD Central Accounting and Program System (HUDCAPS)
- **PCAS #:** 202620
- **OMB Unique Project Identifier #:** 025-00-01-01-01-1020-402-124
- **System Code:** A75
- **Development Date:** 11-1-1991
- **Expected Production Date:** N/A

For Information Collection Requests:

- **Name of Information Collection Request:** N/A
- **OMB Control #:** N/A

Question 1: Provide a general description of the system that describes: The following questions are intended to define the scope of the information in the system (or information collection), specifically the nature of the information and the sources from which it is obtained.

- What is the personal information being collected?** Information collected includes vendor/employee name, address, social security number, bank account, bank routing number, and User ID.
- From whom is the information collected (i.e., government employees, contractors, or consultants)?** Government employees and contractors.
- What is the functionality of the system and the purpose that the records and/or system serve?** HUD's Central Accounting and Program System (HUDCAPS) is a mission critical system that is one of the Department's core financial systems and is the Department's general ledger. Information is used to identify the correct recipients due payments and to direct payments to the correct bank accounts.

- d. **How information is transmitted to and from the system?** Information is transmitted through electronic automated interfaces.
- e. **What are the interconnections with other systems?**
- FIRMS to HUDCAPS
 - HIHRTS to HUDCAPS
 - HPS to HUDCAPS
 - SPS to HUDCAPS
 - HUDCAPS to FDM
 - HUDCAPS to PAS
 - PAS to HUDCAPS
 - mLINQS to HUDCAPS
 - LOCCS to HUDCAPS
 - Treasury to HUDCAPS
 - HUDCAPS to Treasury
- f. **What specific legal authorities, arrangement, and/or agreement authorize the collection of information (i.e. must include authorities that cover all information collection activities, including Social Security Numbers)?**
- Sec. 113 of the Budget and Accounting Act of 1951 (31 U.S.C.66a)
 - The Chief Financial Officers Act of 1990 (31 U.S.C. Sec. 501, et. Seq.)
 - Executive Order 9397, as amended by Executive Order 13478
 - Housing and Community Development Act of 1987, 42 U.S.C. 3543

Question 2: Type of electronic system or information collection?

A. If a new electronic system (or one in development) (implemented after April 2003, the effective date of the E-Government Act of 2002)?	Yes	No
Does the system require authentication?	<input type="checkbox"/>	<input type="checkbox"/>
Is the system browser-based?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the system external-facing (with external users that require authentication)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. If this is existing electronic system has the system undergone any changes (since April 17, 2003)? If an existing system, when was the system developed? 11/1/1991	Yes	No
Do the changes to the system involve a change in the type of records maintained, the individuals on whom records are maintained, or the	<input type="checkbox"/>	<input checked="" type="checkbox"/>

use or dissemination of information from the system?		
If yes, please explain:		

C. For your new and/or existing electronic system, please indicate if any of the following changes have occurred: Mark any of the following conditions for your existing system that OMB defines as a “trigger” for requiring a PIA or PIA update (if not applicable, mark N/A):

N/A	Conversion: When paper-based records that contain personal information are converted to an electronic system
N/A	From Anonymous (Non-Identifiable) to “Non-Anonymous” (Personally Identifiable): When any systems application transforms an existing database or data collection so that previously anonymous data becomes personally identifiable
N/A	Significant System Management Changes: When new uses of an existing electronic system significantly change how personal information is managed in the system. (Example #1: when new “relational” databases could combine multiple identifying data elements to more easily identify an individual. Example #2: when a web portal extracts data elements from separate databases, and thereby creates a more open environment for exposure of personal data)
N/A	Merging Databases: When government databases are merged, centralized, matched, or otherwise significantly manipulated so that personal information becomes more accessible (with special concern for the ability to combine multiple identifying elements)
N/A	New Public Access: When <u>new</u> public access is given to members of the public or to business partners (even if the system is protected by password, digital certificate, or other user-authentication technology)
N/A	Commercial Sources: When agencies systematically incorporate into databases any personal data from commercial or public sources (ad hoc queries of such sources using existing technology does not trigger the need for a PIA)
N/A	New Inter-agency Uses: When agencies work together (such as the federal E-Gov initiatives), the lead agency should prepare the PIA
N/A	Business Process Re-engineering: When altering a business process results in significant new uses, disclosures, or additions of personal data
N/A	Alteration in Character of Data: When adding new personal data raises the risks to personal privacy (for example, adding financial information to an existing database that contains name and address)

D. If an Information Collection Request (ICR): Is this a new Request that will collect data that will be in an automated system? Agencies must obtain OMB approval for information collections from 10 or more members of the public. The E-Government Act of 2002 requires a PIA for ICRs only if the collection of information is a new request and the collected data will be in an automated system.

	Yes, this is a new ICR and the data will be automated
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	No, the ICR does not require a PIA because it is not <u>new</u> or <u>automated</u>)
✓	N/A

Question 3: Explain by Line of Business why the personally identifiable information is being collected? How will it be used?

Mark any that apply:

Homeownership:

	Credit checks (eligibility for loans)
	Loan applications and case-binder files (via lenders) – including borrower SSNs, salary, employment, race, and other information
	Loan servicing (MIP collections/refunds and debt servicing for defaulted loans assigned to HUD)
	Loan default tracking
	Issuing mortgage and loan insurance
✓	Other (specify): Disbursement of funds to subsidy agents
	Comment:

Rental Housing Assistance:

	Eligibility for rental assistance or other HUD program benefits
	Characteristics on those receiving rental assistance (for example, race/ethnicity, # of children, age)
	Property inspections
	Other (specify):
	Comment:

Grants:

	Grant application scoring and selection – if any personal information on the grantee is included
	Disbursement of funds to grantees – if any personal information is included
	Other (specify):
	Comment:

Fair Housing:

	Housing discrimination complaints and resulting case files
	Other (specify):
	Comment:

Internal operations:

	Employee payroll or personnel records
✓	Payment for employee travel expenses
✓	Payment for services or products (to contractors) – if any personal information on the payee is included

✓	Computer security files – with personal information in the database, collected in order to grant user IDs
	Other (specify):
	Comment:

Other lines of business (specify uses):

Question 4: Will you share the information with others? (e.g., another agency for a programmatic purpose, internal HUD application/module or outside the government)?

Mark any that apply:

✓	Federal agencies?
	State, local, or tribal governments?
	Public Housing Agencies (PHAs) or Section 8 property owners/agents?
	FHA-approved lenders?
	Credit bureaus?
	Local and national organizations?
	Non-profits?
	Faith-based organizations?
	Builders/ developers?
	HUD module/application? (specify the module(s)/application(s) name)
	Others? (specify):
	Comment:

Question 5: Can individuals “opt-out” by declining to provide personal information or by consenting only to particular use (e.g., allowing their financial information to be used for basic rent eligibility determination, but for not for sharing with other government agencies)?

	Yes, they can “opt-out” by declining to provide private information or by consenting only to particular use.
✓	No, they can’t “opt-out” – all personal information is required
	Comment:

If Yes, please explain the issues and circumstances of being able to opt-out (either for specific data elements or specific uses of the data):

Question 6: How will the privacy of the information be protected/ secured?

What are the administrative and technological controls? A User ID and password are required for access, security access profiles restrict access to sensitive information to those users with a business need to know, and annual user recertification validates continued need and level of access.

Mark any that apply and give details if requested:

✓	System users must log-in with a password (Please specify password type)
	<p>When an employee leaves:</p> <ul style="list-style-type: none"> • How soon is the user ID terminated? (1 day, 1 week, 1 month, unknown)? HUD terminates the User ID when advised by the user’s supervisor of a user’s departure or change in duties, at the point that CIO does HUD Gone in the Active Directory, or by the annual user recertification process. • How do you know that the former employee no longer has access to your system? (explain your procedures or describe your plan to improve): When the User ID record is removed, the employee no longer has access to HUDCAPS.
✓	<p>Are access rights selectively granted, depending on duties and need-to-know? Yes. If Yes, specify the approximate # of authorized users who have either:</p> <ul style="list-style-type: none"> • Full access rights to all data in the system: 4 • Limited/restricted access rights to only selected data: 949 <p>HUDCAPS access profiles segregate functions and data so that no single user has full access rights to all data in the system. Waivers have been submitted requesting that a select few individuals (Database Administrators) have full access rights to the system.</p>
✓	<p>Are disks, tapes, and printouts that contain personal information locked in cabinets when not in use? (explain your procedures, or describe your plan to improve): Infrastructure contractors managed by OCIO are responsible for system storage media. Individual users agree to comply with the Department’s Information Technology Security Policy Handbook when applying for HUDCAPS access.</p>
✓	<p>If data from your system is shared with another system or data warehouse, who is responsible for protecting the privacy of data that came from your system but now resides in another? The security administrator is responsible for implementing controls over sensitive personal information.</p> <p>Explain the existing privacy protections, or your plans to improve: Access to sensitive information is controlled through a User ID and password. Access profiling restricts access to users with a business need to know.</p>
	Other methods of protecting privacy (specify):
	Comment:
<p>Privacy Impact Analysis: Given the access and security controls, what privacy risks were identified and describe how they were mitigated. The OCFO has identified privacy risks associated with the PII that HUDCAPS contains. The main concern is the collection of SSN (Social Security Number) to verify the identities of users. The risk of collecting SSN is that it can be misused or disclosed for an unauthorized purpose. To mitigate this risk, access to the system is limited to those who have a business need to know. The data maintained in HUDCAPS has the appropriate administrative, technical,</p>	

and physical safeguards to protect the information.

Question 7: If privacy information is involved, by what data element(s) is it retrieved from the system?

Mark any that apply

<input checked="" type="checkbox"/>	Name:
<input checked="" type="checkbox"/>	Social Security Number (SSN)
<input checked="" type="checkbox"/>	Identification number (specify type): User ID (for HUDCAPS users only)
<input type="checkbox"/>	Birth date
<input type="checkbox"/>	Race/ ethnicity
<input type="checkbox"/>	Marital status
<input type="checkbox"/>	Spouse name
<input type="checkbox"/>	Home address
<input type="checkbox"/>	Home telephone
<input type="checkbox"/>	Personal e-mail address
<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	None
<input type="checkbox"/>	Comment:

Question 8: What type of Notice(s) are provided to the individual on the scope of information collected, the opportunity to consent to uses of said information, the opportunity to decline to provide information.

- a. Was any form of notice provided to the individual prior to collection of information? If yes, please provide a copy of the notice as an appendix. (A notice may include a posted privacy policy, a Privacy Act notice on form(s), and/or a system of records notice published in the Federal Register.) If notice was not published, why not? [A system of records notice was published on February 6, 2013.](#)
- b. Do individuals have an opportunity and/or right to decline to provide information? [No.](#)
- c. Do individuals have an opportunity to consent to particular uses of the information, and if so, what is the procedure by which an individual would provide such consent? [No.](#)

Question 9: What are the Retention Use and Disposal Practices? Guidance for this section should obtain from HUD retention use and disposal policy. It should also be validated that these procedures are outlined in the contracted service agreement to ensure that the contracted system does not hold onto data after services are no longer provided.

- a. **How long is information retained?** Retention and disposal is in accordance with Records Disposition Schedule 21, HUD Handbook 2225.6. Financial records are destroyed or deleted when no longer necessary for agency business in accord with applicable federal standards or in no less than seven years after last action in accord with limitations on civil actions by or against the U.S. Government (28 U.S.C. 2401 and 2415).
- b. **Has the retention schedule been approved by the component records officer and the National Archives and Records Administration (NARA)?** Yes.
- c. **Please discuss the risks associated with the length of time data is retained and how those risks are mitigated.** Risks associated with data retention for HUDCAPS include the possibility of data being accessed by unauthorized personnel and compromised PII (Personally Identifiable Information). Risks to the data in HUDCAPS are mitigated through the use of system scans, testing, and reviews.

SECTION 3 - DETERMINATION BY HUD PRIVACY ACT OFFICER

The Privacy Office examined the PIA responses for A75 HUD Central Accounting and Program System (HUDCAPS) and has determined that all areas of concern are covered and there are no privacy related risks at this time. This is a Sensitive PII system and if decisions change concerning the collection of PII the program sponsor will consult with Privacy Office to ensure that all privacy related requirements are addressed. A SORN has been updated and posted and the Program Office must submit the PIA for re-certification NLT September 30, 2015, in compliance with the FISMA requirements. Approval of this assessment is recommended.