

SYSTEM NAME AND NUMBER: BGFRS-30 “FRB—Academic Assistance Program Files”.

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Bright Horizons Family Solutions LLC, 200 Talcott Avenue, Watertown, MA 02472 and Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue, NW, Washington, DC 20551. The files related to academic assistance will be electronically stored and maintained by the plan administrator, Bright Horizons EdAssist. Additional files related to the review and approval of exception requests to the Academic Assistance Policy are electronically stored and maintained by the People, Strategy, & Operations Function of the Division of Management. Supporting documentation may also be maintained by the employing division. Historical academic assistance files will not be stored by the plan administrator but will be stored by the Board on a secured server for the appropriate retention period with access limited to Board staff with a need to know.

SYSTEM MANAGER(S): Ethel Bulluck – Learning and Development Manager, People, Strategy & Operations, Division of Management, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue NW, Washington, DC 20551, (202) 452-3749, or ethel.g.bulluck@frb.gov.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248).

PURPOSE(S) OF THE SYSTEM: These records are collected and maintained to assist the Board in its personnel management and in providing training and educational opportunities to its employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Past and present Board employees.

CATEGORIES OF RECORDS IN THE SYSTEM: This system contains requests for academic assistance, including documents relating to all courses applied for, completed, and reimbursed; descriptions of course work; documents relating to requests for exceptions to the Academic Assistance Policy; evidence of successful/non-successful completion; and payment documentation for tuition, textbooks, and related fees.

RECORD SOURCE CATEGORIES: Information is provided by the individual to whom the record pertains.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND PURPOSES OF SUCH USES: General routine uses A, B, C, D, F, G, H, I, and J apply to this system. These general routine uses are located at <https://www.federalreserve.gov/files/SORN-page-general-routine-uses-of-board-systems-of-records.pdf> and are published in the Federal Register at 83 FR 43872 at 43873-74 (August 28, 2018).

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Electronic records are stored by the plan administrator on a secure server with access limited to Bright Horizons EdAssist and Board staff with a need to know. Electronic records related to exception requests to the Academic Assistance Policy are stored on a secure server with access limited to Board staff with a need to know. Historical academic assistance files will not be stored by the plan administrator but will be stored by the Board on a secured server for the appropriate retention period with access limited to Board staff with a need to know.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Records can be retrieved by the names of the individuals on whom they are maintained.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: The retention for these records is currently under review. Until review is completed, these records will not be destroyed.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Historical paper records are located in a secured locked room and electronic files are stored on secure servers. The system has the ability to track individual user actions within the system. The audit and accountability controls are based on NIST and Board standards which, in turn, are based on applicable laws and regulations. The controls assist in detecting security violations and performance or other issues in the system. Access to the system is restricted to authorized users within Bright Horizons EdAssist or the Board who require access for official business purposes. Users are classified into different roles and common access and usage rights are established for each role. User roles are used to delineate between the different types of access requirements such that users are restricted to data that is required in the performance of their duties. Periodic assessments and reviews are conducted to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes.

RECORD ACCESS PROCEDURES: The Privacy Act allows individuals the right to access records maintained about them in a Board system of records. Your request for access must: (1) contain a statement that the request is made pursuant to the Privacy Act of 1974; (2) provide either the name of the Board system of records expected to contain the record requested or a concise description of the system of records; (3) provide the information necessary to verify your identity; and (4) provide any other information that may assist in the rapid identification of the record you seek.

Current or former Board employees may make a request for access by contacting the Board office that maintains the record. The Board handles all Privacy Act requests as both a Privacy Act request and as a Freedom of Information Act request. The Board does not charge fees to a requestor seeking to access or amend his/her Privacy Act records.

You may submit your Privacy Act request to the—

Secretary of the Board
Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue NW
Washington, DC 20551

You may also submit your Privacy Act request electronically by filling out the required information at: <https://foia.federalreserve.gov/>.

CONTESTING RECORD PROCEDURES: The Privacy Act allows individuals to seek amendment of information that is erroneous, irrelevant, untimely, or incomplete and is maintained in a system of records that pertains to them. To request an amendment to your record, you should clearly mark the request as a “Privacy Act Amendment Request.” You have the burden of proof for demonstrating the appropriateness of the requested amendment and you must provide relevant and convincing evidence in support of your request.

Your request for amendment must: (1) provide the name of the specific Board system of records containing the record you seek to amend; (2) identify the specific portion of the record you seek to amend; (3) describe the nature of and reasons for each requested amendment; (4) explain why you believe the record is not accurate, relevant, timely, or complete; and (5) unless you have already done so in a related Privacy Act request for access or amendment, provide the necessary information to verify your identity.

NOTIFICATION PROCEDURES: Same as “Access procedures” above. You may also follow this procedure in order to request an accounting of previous disclosures of records pertaining to you as provided for by 5 U.S.C. 552a(c).

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: This SORN was previously published in the Federal Register at 73 FR 24984 at 25007 (May 6, 2008). The SORN was also amended to incorporate two new routine uses required by OMB at 83 FR 43872 (August 28, 2018).