



Privacy Impact Assessment of Publications and Subscriptions Services System

Program or application name: Publications and Subscriptions Services System (Pubs & Subs System)

System Owner: Board of Governors of the Federal Reserve System's (Board) Office of Board Members

Contact information:

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Description of the IT system:

The Publications and Subscriptions Services System (Pubs & Subs System) is a web-based application that provides the Board Printing and Fulfillment team the means to enter orders for physical publications produced by the Board. In addition, the Pubs & Subs System produces the earned and unearned income balances for these orders, which the Pubs & Subs team then provides to the Board's accounting staff. The Board utilizes the Pubs &

Subs System to processes all orders for Board publications, except for the Federal Reserve Regulatory Service (FRRS), which has its own PIA (see https://www.federalreserve.gov/files/pia_FRRS.pdf). Accordingly, references throughout this document to “publications” do not include the FRRS.

1. The information concerning individuals that is being collected and/or maintained:

The Board’s Publication Order Form (Order Form) is located on the Board’s website at: <https://www.federalreserve.gov/publications/files/orderform.pdf>. The Order Form describes the publications the Board provides to the general public. The Board accepts the Order Form in paper only and collects the following information from the subscriber:

- a) Name (First and Last);
- b) Company Name;
- c) Mailing Address;
- d) Phone Number;
- e) Fax Number;
- f) Email Address;
- g) Affiliation (Private Individual or Professional Organization);
- h) Payment Type (Check, Money Order, or Credit Card); and
- i) If payment is by credit card:
Credit Card Type, Number, Expiration Date, CVV, and Signature.

Board staff rely on the Order Form as the primary mechanism to collect the information relevant to the Pubs & Subs System. The Subscriber can either: 1) fill out the Order Form personally and then mail or fax it to the Board; or 2) call the number on the form and Board staff will take the Subscriber’s information by telephone and fill out the Form with the information the Subscriber provides. Subscribers do not need to provide payment information if they are requesting a publication which is provided free of charge. Board staff enter the information from the Order Form into the Pubs & Subs System but do not include the payment type information and the credit card information. The Board retains the payment and credit card information on the Order Form only, which is stored by the Board only in print and not electronically. If payment is by credit card, Board staff will use the information on the Order Form to manually enter the credit card information into a credit card machine for processing of the payment.

2. Source(s) of each category of information listed in item 1:

The individual subscriber provides the Board with the relevant subscription information by means of the Order Form.

3. Purposes for which the information is being collected:

The Board maintains the records in the Pubs & Subs System in order to allow individuals to order physical copies of the Board's publications.

4. Who will have access to the information:

The Board limits access to records in the Pubs & Subs System to Board personnel whose official duties require it. The Board restricts access to authorized employees and contractors within the Board who require access for official business purposes. In addition, the Board may disclose information in the Pubs & Subs System for the purposes set forth in the System of Records entitled BGFRS-40, "FRB—Board Subscription Services."

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

The Board only collects and stores the information required for official business purposes. The information collected by Pubs & Subs System is provided voluntarily; however, if the individual does not provide their information, they will not be able to order physical copies of Board publications.

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

Board staff will update information as provided by the individual seeking to acquire a Board publication. The individual can reach Board staff by email or phone in order to update the information.

7. The length of time the data will be retained and how will it be purged:

The National Archives and Record Administration approved retention period for records in this system, including the historical paper records, is six years. The Board will dispose of records in the Pubs & Subs System at the end of their retention periods, subject to an annual close-out.

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

The Pubs & Subs System utilizes Board-approved technologies, including infrastructure support, to ensure system and application security. The Board grants access to the system to authorized users on a need-to-know basis. In addition, the System implements secure coding practices and auditing capabilities that meet or exceed the requirements of the Federal Information Security Modernization Act (FISMA). The system employs encryption that utilizes FIPS-140-2 approved algorithms.

9. Whether a new system of records under the Privacy Act will be created. (If the data are retrieved by name, unique number or other identifier assigned to an individual, then a Privacy Act system of records may be created):

The Board is creating a new System of Records entitled BGFRS—40, “FRB—Board Subscription Services” under the Privacy Act, as the records in the Pubs & Subs System can be retrieved by name or other identifying aspects.

Reviewed:

/ Signed /

1/12/2018

Raymond Romero
Senior Agency Official for Privacy

Date

/ Signed /

1/18/2018

Sharon Mowry
Chief Information Officer

Date