



Privacy Impact Assessment of Research Recruiting Application

Program or application name:

Research Recruiting Application

System Owner:

Board of Governors of the Federal Reserve System's (Board) Research and Statistics Division.

Contact information:

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Description of the IT system:

The Research Recruiting application is a Board-written, Board-hosted, database-driven internal web application. It is used by Board Research staff to identify, track, screen, and select individuals (“applicants”) for Ph.D. economist and research assistant (“RA”) positions at the Board. Applicants

can be members of the public, government employees, Bank employees, and/or Board employees. This application was specifically developed to assist in the recruitment of two positions at the Board: Economist and RA positions. The Research Recruiting application interfaces with the Board's Taleo and PeopleSoft deployments. Security for the Board's Research Recruiting application is provided by role-based access controls, within which users are limited by role as to their privileges in the application.

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

The Research Recruiting application stores the following personal information about all job applicants who choose to apply for employment as an Economist or RA at the Board:

- a) Name;
- b) Telephone number;
- c) Email address;
- d) Resume, cover letter, transcript, or other related documents (if submitted by applicant);
- e) Letters of recommendation;
- f) U.S. employment eligibility (citizenship);
- g) Relationship with Board employees or banking institutions;
- h) Ownership of financial instruments;
- i) Race (if submitted by the applicant);
- j) Ethnicity (if submitted by the applicant); and
- k) Gender (if submitted by the applicant).

For Economist and RA applicants who are selected for an interview, the Research Recruiting application also stores a copy of the completed application for employment (the Board's FR-28 application for employment). The completed application for employment also collects the following additional information:

- a) Detailed education/work history including contact information for past supervisors;
- b) Certifications/professional licenses;
- c) References;
- d) Criminal background;
- e) Credit/debt;
- f) Forced job separation/resignation;

- g) Applicant address;
- h) US or DC annuity information; and
- i) Name, email address, and phone number of the applicant's references.

Finally, if an applicant is offered a position, the Research Recruiting application stores the following additional information:

- a) Salary;
- b) Grade; and
- c) Sign-on bonus (if applicable).

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

The information collected and maintained in the Research Recruiting Application is provided by the applicant (or, for letters of recommendation, the recommender) to a shared email inbox. All information is subsequently entered into the Research Recruiting application by Research staff. For Economist applicants (those first entering the job market with a PhD), some information (e.g., a CV) may be collected directly from the applicant's academic institution.

3. Purposes for which the information is being collected.

The information collected and maintained in the Research Recruiting application is used to assist the Board in identifying, tracking, interviewing, and selecting applicants for Economist and RA positions at the Board. The applicant's race, ethnicity, and gender information, which the applicant has the choice whether to provide, is provided to the Office of Diversity and Inclusion ("OD&I") and is used to prepare statistical reports to the Board's OD&I and to Congress pursuant to section 342 of the Dodd-Frank Act, 12 U.S.C. § 5452. OD&I maintains the information consistent with the standards set forth in the System of Records entitled, BGFRS-24, "FRB – EEO General Files." The race, ethnicity, and gender information is not made available to the hiring managers.

4. Who will have access to the information.

Access to the information maintained in the Research Recruiting application is limited to authorized users which consists of employees and contractors of the Board who have a need to know the information for official business

purposes. In addition, this information may be disclosed for the purposes set forth in the System of Records entitled BGFRS-1 “FRB-Recruiting and Placement Records.” The applicant’s race, gender, and ethnicity information, if provided by the applicant, may be disclosed for the purposes set forth in the System of Records entitled BGFRS-24 “FRB—EEO General Files.”

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.)

Individuals have a right to decline in proceeding with the recruitment process and have their records removed from the system. The information is not used for any uses beyond required or authorized uses (i.e., recruiting).

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

Applicants provide all the information stored in the Research Recruiting application and are expected to contact the Board if any of the information requires updating. Authorized Board Research staff have the capability to update information if applicant makes Research staff aware that a job applicant’s information has changed.

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

The Research Recruiting application does not store paper records. Electronic records that are destroyed will be purged in accordance with established record schedules. The current retention period for application materials of applicants who are not hired is two years. The Board is presently re-evaluating the retention schedule for all application materials, however, and until the existing retention period is confirmed as appropriate or a new retention period is set, the Board will maintain the application materials indefinitely. Application materials for applicants who are hired are kept in the employee’s official personnel file and maintained in accordance with the System of Records entitled BGFRS-4, “FRB—General Personnel

Records.”

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

The Research Recruiting application has the ability to track individual user actions within the system. The audit and accountability controls are based on 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 Research Recruiting application.

Access to the Research Recruiting application is restricted to authorized employees and contractors within 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 audits and reviews are conducted to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes in any information maintained in the Research Recruiting application.

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.)

Research Recruiting is covered by an existing System of Records entitled BGFRS-1, “FRB - Recruiting and Placement Records.” The applicant’s race, gender, and ethnicity information, if voluntarily provided, is maintained under an existing System of Records entitled BGFRS-24, “FRB—EEO General Files.” If an applicant is hired, their information will be covered by BGFRS-4, “FRB—General Personnel Records.”

Reviewed:

/ Signed /

11/21/2016

Raymond Romero
Chief Privacy Officer

Date

/ Signed /

11/21/2016

Sharon Mowry
Chief Information Officer

Date