FEDERAL DEPOSIT INSURANCE CORPORATION
INSURING AMERICA'S FUTURE

PRIVACY IMPACT ASSESSMENT

Background Investigation Result Tracking (BIRT)

August 2011

FDIC Internal System

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System Overview

The Federal Deposit Insurance Corporation (FDIC), Division of Administration (DOA), Security & Emergency Preparedness Section (SEPS) is responsible for performing preliminary background checks on prospective government employees and contractors. The Background Investigation Result Tracking (BIRT) system is used to facilitate the tracking of those background checks, as well as the associated results of those background checks. Additionally, BIRT is used to facilitate the tracking of background investigations on FDIC employees that are requested by FDIC, and conducted by the Office of Personnel Management.

BIRT is a web-based application that is available to specific users on the FDIC intranet. Data is manually entered into BIRT by DOA SEPS staff, and maintained within an Oracle database.

Personally Identifiable Information (PII) in BIRT

BIRT collects and maintains personal information about prospective FDIC employees and contractors, including full name, Social Security Number (SSN), and Background Investigation Results.

Additionally, though not designed for this purpose, there is a comment field available to BIRT users that could potentially be populated with comments that include personally identifiable information related to an individual's background investigation.

Purpose & Use of Information in BIRT

The data in BIRT is both relevant and necessary for the purpose for which the system was designed, namely to track the status and results of background checks and background investigations.

Sources of Information in BIRT

The data collected in BIRT is manually entered by the Division of Administration (DOA) Security and Emergency Preparedness Section (SEPS) staff based on information that has been received on the Background Investigation Form completed by the prospective employee or contractor. Additionally, DOA SEPS manually enter background check and background investigation results into BIRT.

Notice & Consent

Individuals do not have the opportunity to "opt out" of providing their information for inclusion in BIRT. The personally identifiable information collected and maintained within BIRT is necessary to facilitate the tracking of background checks and the status of background investigations. Background checks and investigations are a condition of employment with FDIC and contracting with FDIC.

Access to Data in BIRT

Users of BIRT include authorized Division of Administration (DOA) Security & Emergency Preparedness Section (SEPS) applicant processing staff.

In order to access BIRT, users must obtain the approval of their Manager/Supervisor. Additionally, BIRT uses a role-based access control system to restrict user edit access to the minimum necessary to perform their duties.

Data Sharing

Other Systems that Share of Have Access to Data in the System:

No other systems currently share or have access to data in the BIRT system.

System Name	System Description	Type of Information Processed
N/A	N/A	N/A

Data Accuracy in BIRT

The hard copy data (i.e., Background Investigation Form) completed by the prospective employee or contractor is used by authorized DOA SEPS staff to populate and verify that information has been entered into BIRT properly and accurately.

Data Security for BIRT

BIRT has administrative and technical security controls in place to protect data contained in the system and prevent unauthorized access and use of the data. Such security measures and controls consist of: user identification, passwords, database permissions, and software controls.

In addition, access to BIRT is limited based on the "need-to-know" requirements of the Privacy Act, a user's official duties and job requirements, and managerial approval. Further, all system users are responsible for abiding by the FDIC's Rules of Behavior for data protection that are outlined in the Corporation's mandatory Information Security and Privacy Act Orientation training which all employees must complete annually.

System of Records Notice (SORN)

BIRT operates under the FDIC Privacy Act SORN 30-64-0015, *Personnel Records*.

Contact Us

To learn more about the FDIC's Privacy Program, please visit: http://www.fdic.gov/about/privacy/.

If you have a privacy-related question or request, email Privacy@fdic.gov or one of the FDIC Privacy Program Contacts. You may also mail your privacy question or request to the FDIC Privacy Program at the following address: 3501 Fairfax Drive, Arlington, VA 22226.