

PRIVACY IMPACT ASSESSMENT

ChairmanCorrespondence System (ChairmanCorrespond)

April 2007

FDIC Internal System

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System Overview

The Federal Deposit Insurance Corporation (FDIC) Office of Legislative Affairs (OLA) serves as the agency's congressional liaison and responds to legislation important to the FDIC. OLA is responsible for the ChairmanCorrespondence System. The Chairman's Correspondence System is designed to support the FDIC Chairman's Office in its processing and tracking of letters received from all members of the public asking for information or assistance. Incoming correspondence arrives on a variety of topics, such as, comments on proposed rulemakings, questions about the banking industry or the economy and requests for testimony, speeches and briefings on banking topics. The Chairman's Correspondence System is an electronic tool for handling correspondence that would be handled manually in the absence of the application.

Material in this application consists of Adobe PDF electronic copies of incoming correspondence sent to the Chairman of the FDIC Board of Directors, documents assigning preparation of a draft response to the incoming correspondence (where appropriate) and the final response sent to the correspondent. When a letter from any member of the public is received at the FDIC, the incoming material is scanned and turned into an electronic file.

This application does not solicit information from the public. Unsolicited information, however, may arrive as part of an incoming letter and attached documents. Unsolicited information may include public information that is readily available from numerous sources. However, some unsolicited information may include names and personal financial data. If a person writes the FDIC requesting assistance, the entire letter and any attachments are scanned and converted into an electronic file (currently Adobe PDF).

The Chairman's Correspondence System application is designed to sort and retrieve records by: the control number assigned by FDIC upon receiving the letter, the date that the incoming letter was received by FDIC, the last name of the person who sent the letter or the general subject of the letter. In addition, records can be sorted by status (Open/Past Due, Due Date and current location of the draft response). Records are not set up to sort the data by social security number, full name of the correspondent or other personally identifiable information.

Personally Identifiable Information (PII) in ChairmanCorrespond

The Chairman's Correspondence System was not designed as a collection system for personal identification information and does not solicit data from the public. As noted in the description above, much of the information in the application is non-personal information that would be available publicly from other sources. However, when a person writes requesting assistance, the letter often contains names, addresses, titles and other contact information. Some individuals voluntarily submit additional personal and private information (such as bank account information or social security number) to the FDIC Chairman. Such personal and private information voluntarily sent to the FDIC by the individual are not terms that can be used for sorting the data in the application.

Purpose & Use of Information in ChairmanCorrespond

This application carries out the processing and tracking of correspondence sent to the FDIC Chairman by members of the public. It preserves both incoming correspondence sent to the FDIC and the responses to those letters.

Data in the system is used to respond to those inquiries. The system was not designed to collect personal data in a systematic fashion. However, personal information (names, addresses, titles, etc.) contained in the incoming letters is necessary in order to respond to the correspondents.

Sources of Information in ChairmanCorrespond

The two sources of data in the system are the incoming letter from the member of the public (including attachments) and a response drafted by the assigned FDIC staff.

Notice & Consent

Individuals do not have the opportunity to decline to provide personal information or consent to particular uses of the data in regards to ChairmanCorrespondence. The Chairman's Correspondence System was not designed to collect personal identification information. Once a letter is sent to the FDIC Chairman, however, it is not possible to opt-out. Receipt of the letter by FDIC results in FDIC staff scanning and storing all data contained in the letter. The data submitted is used to provide assistance to the individual only for the specific problem cited by the individual. The data within the system is not shared with other departments or agencies.

Access to Data in ChairmanCorrespond

Users of the system include six FDIC employees from the Office of Legislative Affairs staff and the Chairman's staff. When a specific inquiry requires FDIC staff with subject matter responsibilities to review the correspondence and/or prepare a draft agency response for the Chairman's signature, data is copied from the system and that copied information is sent to the subject matter staff. The FDIC subject matter staff preparing and reviewing an agency response receives a copy of the inquiry, but is not granted access to the system itself or the information on other inquiries that it contains.

Data Sharing

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

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

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

Data Accuracy in ChairmanCorrespond

The data is submitted in letters sent to the FDIC Chairman. It is up to individuals writing to the FDIC to ensure that the material is complete. If subject matter experts providing and reviewing draft responses to the inquiries discover that incomplete information has been supplied to make a response, the correspondent may be contacted for additional data.

Data Security for ChairmanCorrespond

Access to the database is limited to those FDIC staff that would have the appropriate authority to read the incoming hard copy correspondence as it is received by the FDIC, prior to its electronic reproduction. Second, access to the material in the database requires use of specialized database management software that has to be installed on a user's workstation, preventing browsing from a workstation away from the employee's workstation. Third, entry into the database requires a separately granted certification and password that further limit casual viewing of system information away from the employee's workstation.

System of Records Notice (SORN)

ChairmanCorrespond operates under the FDIC Privacy Act SORN FDIC-30-64-0028, *Office of the Chairman Correspondence 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.

