FEDERAL DEPOSIT INSURANCE CORPORATION
INSURING AMERICA'S FUTURE

PRIVACY IMPACT ASSESSMENT

TeamMate

April 2016

FDIC Internal System

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System Overview

The TeamMate application is a commercial off-the shelf (COTS) information system. The TEAMMATE application supports the Office of Inspector General's (OIG's) audit/evaluation responsibilities established in the Inspector General Act of 1978, 5 U.S.C. App.3. The OIG's Office of Audits, Office of Counsel, Office of Evaluations, and Office of Material Loss Review use and maintain TeamMate to increase the efficiency and productivity of the internal audit/evaluation process by automating working paper preparation, risk assessment, scheduling, planning, execution, internal reviews, report generation, trend analysis, audit reporting, and retention.

Personally Identifiable Information (PII) - TeamMate

The TeamMate application is used during audit/evaluation work of the Federal Deposit Insurance Corporation's (FDIC's) programs and operations and in preparing related reports on behalf of the OIG. The TeamMate application documents the audit process – planning preparation, review, and storage – in an electronic format. Although PII is typically not included in this system, the nature and scope of any such information could include the following: Social Security number (SSN); financial information; full name; home address; date of birth; e-mail address (home); telephone number (home); photographic identifiers; employee identification number; passport data; legal documents, records, or notes; education records; investigation reports; and employment status and/or records.

The specific nature and scope of such information would be determined by the objectives of the audit/evaluation to which it relates. Furthermore, the nature of any PII would vary depending on the circumstances of the audit/evaluation, To the extent that PII is collected, it is generally maintained in the audit/evaluation work papers and not disseminated to the public or readers of the related reports.

Purpose & Use of Information - TeamMate

Access to any FDIC OIG audit information is based on a business need to know. Only authorized staff conducting or reviewing audits/evaluations have access to the data in TeamMate. Access to information for individual audits is limited to staff assigned to the audit/evaluation. Other offices within the OIG, such as the Office of Investigations or the Office of Counsel to the Inspector General, may have a need on a case-by-case basis to review audits/evaluations conducted using TeamMate. Other law enforcement agencies may be provided the information based on the scope and findings of an audit/evaluation; information may also be shared with auditees and other third parties when necessary to obtain information relevant to the audit/evaluation. The OIG's audit/evaluation process is subject to a quality control review conducted by the Inspector General of another agency. Information in TeamMate may be viewed during such a quality control review. A limited number of DIT LAN Management system administrators also have access to the TeamMate application for the purpose of supporting hardware and network services.

Sources of Information - TeamMate

Information contained in TeamMate consists of documents and data requested from, and the results of discussions with, agency and non-agency sources. Information in TeamMate is derived from discussions with agency and non-agency sources, as well as analyses done by OIG Office of Audit (OA) and Office of Evaluations employees, contractors, and other staff. OIG has a statutory right to agency information and has statutory authority to subpoena records from non-federal entities.

If deemed necessary, and depending on the type and scope of an audit/evaluation, the OA could obtain such data on individuals or entities from other Federal agencies. The purpose in collecting that data would be to obtain information that is relevant to the audit objectives. Relevant data would be used, as appropriate, in conducting audit work and preparing related audit reports and other documents.

If deemed necessary, and depending on the type, objective, and scope of an audit/evaluation, the OA could obtain such data on individuals or entities from other third party sources. The purpose in collecting that data would be to obtain information that is relevant to the audit objectives. Relevant data would be used, as appropriate, in conducting audit work and preparing related audit reports and other documents.

Notice & Consent

Individuals do not have the opportunity to "opt out" of providing their information for inclusion in TeamMate. Pursuant to FDIC Circular 1150.2, OIG employees and contractors are required to cooperate with OIG activities, thereby enabling OIG to carry out its legal responsibilities and the obligations under the Inspector General Act. Personal information is typically not collected from individuals in the course of audits and evaluations. However, if such information were collected, it would be collected only to the extent necessary to meet the objectives of the audit or the evaluation to which it relates. The individual, nevertheless, would not have the right to consent only to a particular use as such a limitation may be incompatible with OIG's legal responsibilities.

Access to Data - TeamMate

Access to any FDIC OIG audit information is based on a business need to know. Access to TeamMate is role-based according to job function and contingent on a business need to know. All users must have the approval of OIG Office of Audits management to gain access to the system. In general, access to data in TeamMate is managed in accord with current FDIC information security policies and practices.

Only authorized staff conducting or reviewing audits/evaluations have access to the data in TeamMate. Access to information for individual audits is limited to staff assigned to the audit/evaluation. Other offices within the OIG, such as the Office of Investigations or the Office of Counsel to the Inspector General, may have a need on a case-by-case basis to review audits/evaluations conducted using TeamMate. Other law enforcement agencies may be provided the information based on the scope and findings of an audit/evaluation; information may also be shared with auditees and

other third parties when necessary to obtain information relevant to the audit/evaluation. The OIG's audit/evaluation process is subject to a quality control review conducted by the Inspector General of another agency. Information in TeamMate may be viewed during such a quality control review. A limited number of DIT LAN Management system administrators also have access to the TeamMate application for the purpose of supporting hardware and network services.

Data Sharing

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

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

Data Accuracy - TeamMate

The system owner and the OIG division use an audit process to ensure accuracy of audit information. There is also a peer review done by external auditors of various reports.

Data Security - TeamMate

Access to TeamMate is role-based according to job function and contingent on a business need to know. All users must have the approval of OIG OA and Office of Evaluations management to gain access to the system.

The Data Owner, Program Manager, and individual application users are responsible and accountable for assuring proper use of the data. OIG Policies and Procedures Manual Chapters 110.7, Chapter 110.9, Chapter 340.5, Chapter 370.4, and Chapter 300.1 outline the OIG policy for releasing information and reports to the public, the media, and the Congress.

In addition, TeamMate has controls in place to prevent the misuse of the data by those having access to the data. Such security measures and controls consist of: passwords, user identification, network permissions, and software controls. Additionally, TeamMate users are required to complete FDIC's Corporate Information Security Awareness Training and Privacy Act Training on an annual basis.

System of Records Notice (SORN)

The TeamMate application does not operate as a Privacy Act system of 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.