

ProgramNet (PN)

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: ProgramNet (PN)

Managing Office: USAID/PPL/SPP

Date PIA Completed: September 25, 2012

OVERVIEW

The purpose of ProgramNet is to facilitate collaboration and information exchange between Program Officers, Project Development Officers, and technical staff in missions around the world on matters of strategy formulation, program design, and evaluation. This purpose falls squarely into the Bureau for Policy, Planning and Learning's (PPL's) authority as stated in Executive Message released by the Administrator on June 7, 2010, establishing the Bureau for Policy Planning and Learning (the "Bureau"): "PPL will support our missions in the preparation of Country Development Cooperation Strategies and will streamline planning and reporting processes." The Bureau is revising the Agency's policy formulation process to emphasize evidence-based analysis, while maintaining communities of practice that foster knowledge sharing on critical issues. Only persons with USAID e-mail addresses may access the system.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

5 U.S.C. § 301

INFORMATION COLLECTION (WHAT)

ProgramNet collects names of individuals, USAID e-mail address, and users have the option of uploading a photograph.

INFORMATION COLLECTION (WHY)

The PII collected by ProgramNet allows users to identify each other in group discussion forums, webinars, and the like. Users are identified by their USAID role (e.g., Project Development Officer in Nepal) and, if elected, an accompanying photograph. Collection of the PII elements mentioned above allows ProgramNet users to facilitate collaboration and information exchange between Program Officers, Project Development Officers, and technical staff in missions around the world on matters of strategy formulation, program design, and evaluation.

MailChimp software is used to send e-mail newsletters to registered users on subjects of interest, such as upcoming webinars, e-TDYs, and new documents and discussions. The software utilizes the e-mail addresses collected by ProgramNet.

AGENCY INTENDED USE

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MailChimp software is used to send e-mail newsletters to registered users on subjects of interest, such as upcoming webinars, e-TDYs, and new documents and discussions. The software utilizes the e-mail addresses collected by ProgramNet.

INFORMATION SHARING

All users will be able to see name and title of other users who are online at the same time. No additional information is shared, although displaying a photograph is optional.

NOTICE OF OPPORTUNITIES FOR CONSENT

Users must provide their name, title, and e-mail address, all of which constitute the same information currently available in the Global Address Locator that USAID Washington and overseas staff use. Provision of a photograph is optional.

INFORMATION SECURITY

Anyone with access to the USAID intranet, i.e., those who possess a usaid.gov e-mail address, will have access to ProgramNet. However, working groups exist within the system to segment information that may be procurement sensitive. Working groups are maintained by thematic points of contact who report to the system owner or information system security officer. For procurement sensitive information, access to working groups is executed in conjunction with mission EXO offices for overseas staff or bureau AMS officers, who will verify employment status to confirm whether a user should have access to procurement sensitive information (i.e., not an institutional contractor).

The PII information collected is accessible to all users but is already accessible to the same users by virtue of their usaid.gov e-mail address, as all of this information is also on the Global Address Locator (GAL).

SYSTEM OF RECORDS NOTICE (SORN)

AID-28, Personnel Locator, accounts for the collection of names, work e-mail addresses, and photographs.