



Pension Benefit Guaranty Corporation

Administar Privacy Impact Assessment

Version 1.0

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Executive Summary Report

I. Background

The Federal government has recognized both the advantages and risks of using information technology (IT) to serve the public. Members of the public and private-sector organizations interacting with the Federal Government must be assured that their sensitive personal information is protected. In order to protect the privacy of personal information held by Federal IT systems, the Federal Government requires Federal agencies to comply with requirements established by public laws, regulations and Executive Orders including the E-Government Act of 2002, the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). One of the key requirements for managing privacy risk is the privacy impact assessment (PIA).

The Pension Benefit Guaranty Corporation (PBGC) is responsible for providing proper protections for the information contained within its information systems, including personally identifiable information (PII). The Financial and PII in the Administar, a Major Application (MA), demands an increased level of attention to security and privacy from PBGC. This IT PIA uses guidelines established by PBGC's Enterprise Information Security Information Assurance Handbook (IAH) – Volume 12, Security Planning Procedures.

II. Purpose and Scope

Purpose: Administar is part of the Remedy suite which supports the Page/Collins Settlement.

Scope: The Administar data consists of name, mailing address, Social Security Numbers and personal financial information.

III. PIA Approach

A questionnaire was developed in accordance with the FIPS 199 - Standards for Security Categorization of Federal Information and Information Systems, Office of Management and Budget (OMB) requirements, The Privacy Impact Act of 1974, The National Institute of Standard and Technology (NIST) recommendations, and the Federal Enterprise Architecture Business Reference Model (BRM). The questionnaire was developed in order to identify any Personal Identifiable Information (PII).

The questionnaire was given to the Information System Owner (ISO) and Subject Matter Expert (SME) of the Administar application for their response. An Information Security Analyst from the TechGuard Security, LLC and the Enterprise Information Security Office (EISO) staff met with the ISO and SME of the application to discuss the questionnaire. Responses from the ISO and the SME were obtained and used to fill in the final PIA and analysis.

IV. System Characterization

Administar is a stand alone system and is not connected to the PBGC network. The system cannot access the internet or any other internal PBGC systems, either directly or indirectly. All

information that is imported into the system is imported through the use of approved portable media or inputted manually.

V. PIA Results

The PIA evaluation revealed that the Administar MA contains PII and only those who are authorized to use the application have access to it and the information contained therein. The users are utilizing the information for the sole purpose of performing their assigned duties.

VI. Summary

Administar MA contains PII. The system is stand-alone and not part of the PBGC LAN or WAN. Security is consistent and the servers where the applications and data are stored are physically secured and password protected. Only staff authorized to use the application have access to it and the information contained therein. Staff utilizes the information for the sole purpose of performing their assigned duties. Further information can be requested by contracting PBGC's Disclosure Officer.