

SYSTEM NAME AND NUMBER :

Computer Systems User Identification and Access Records—FTC (FTC-VII-3).

SECURITY CLASSIFICATION :

Unclassified.

SYSTEM LOCATION :

Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

For other locations where records may be maintained or accessed, see Appendix III (Locations of FTC Buildings and Regional Offices), available on the FTC's website at <https://www.ftc.gov/about-ftc/foia/foia-reading-rooms/privacy-act-systems> and at 80 FR 9460, 9465 (Feb. 23, 2015).

SYSTEM MANAGER(S):

Core Engineering and ISSO Sites Program Manager, Office of the Chief Information Officer, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580, email: SORNs@ftc.gov

AUTHORITY FOR MAINTENANCE OF THE SYSTEM :

Federal Trade Commission Act, 15 U.S.C. et seq.; Federal Information Security Modernization Act of 2014, 44 U.S.C. 3551 et seq.

PURPOSE(S) OF THE SYSTEM

To monitor usage of computer systems, support server and desktop hardware and software; to ensure the availability and reliability of the agency computer facilities; to help document and/or control access to various computer systems; to audit, log, and alert responsible FTC personnel when certain personally identifying information is accessed in specified systems; to prepare budget requests for automated services; to identify the need for and to conduct

training programs, which can include the topics information security, acceptable computer practices, and FTC information security policies and procedures; to monitor security on computer systems; to add and delete users; to investigate and make referrals for disciplinary or other action if improper or unauthorized use is suspected or detected.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM :

Commission employees and others (e.g., contractors) with access to FTC computer systems, including various system platforms, applications, and database

RECORD SOURCE CATEGORIES:

Individual about whom records maintained; internal and external information systems that record usage.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES

Records in this system may be disclosed to contractors in connection with developing, maintaining, operating or servicing FTC computerized systems.

For other ways that the Privacy Act permits the FTC to use or disclose system records outside the agency, see Appendix (Authorized Disclosures and Routine Uses Applicable to All FTC Privacy Act Systems of Records), available on the FTC's website at <https://www.ftc.gov/about-ftc/foia/foia-reading-rooms/privacy-act-systems> and at 83 FR 55542-55543 (Nov. 6, 2018).

POLICIES AND PRACTICES FOR STORAGE OF RECORDS

Electronic and paper records.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS :

Indexed by individual's name, employee identification number; and organization code, or other searchable data fields or codes.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

Records are retained according to GRS item 030, and are destroyed when business use ceases.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS :

Access is restricted to agency personnel and contractors whose responsibilities require access. Paper records, if any, maintained in lockable rooms or file cabinets. Access to electronic

80 FR 9460-9465 (February 23, 2015)

74 FR 17863-17866 (April 17, 2009)

73 FR 33591-33634 (June 12, 2008).