

## **FHFA-11**

### **SYSTEM NAME:**

Transit Subsidy Program Records.

### **SECURITY CLASSIFICATION:**

Unclassified but sensitive.

### **SYSTEM LOCATIONS:**

Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20024; and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or by individuals assisting such employees.

### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

To the extent not covered by any other system, this system covers employees who apply for and receive transit subsidy program benefits for use in commuting to and from the official duty station whether by a commercial or public transit systems, or by bicycle. FHFA has an agreement with the Washington Metropolitan Transit Authority to provide and maintain transit subsidy-related services and systems.

### **CATEGORIES OF RECORDS IN THE SYSTEM:**

The records in the system are completed FHFA transit subsidy benefit application forms and related information. The applications include, but are not limited to, the applicant's name, home address, title, grade, office, work address, phone number and e-mail address, commuting schedule, and transit system(s) used.

### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Federal Home Loan Bank Act (12 U.S.C. 1421-1449) and Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (12 U.S.C. 4501, *et seq.*), as amended by the Housing and Economic Recovery Act of 2008, Public Law No. 110-289, 122 Stat. 2654 (2008).

### **PURPOSE(S):**

The records are used to administer the FHFA transit subsidy benefits program.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside FHFA as a routine use as follows:

(1) To appropriate federal, state, and local authorities responsible for investigating or prosecuting a violation of, or for enforcing or implementing a statute, rule, regulation, or order issued, when the information indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto;

(2) To a court, magistrate, or other administrative body in the course of presenting evidence, including disclosures to counsel or witnesses in the course of civil discovery, rules and regulations litigation, or settlement negotiations or in connection with criminal proceedings, when FHFA is a party to the proceeding or has a significant interest in the proceeding, to the extent that the information is determined to be relevant and necessary.

(3) To a congressional office in response to an inquiry made by the congressional office at the request of the individual who is the subject of the record;

(4) To appropriate federal, state, local authorities, and other entities when (a) It is suspected or confirmed that the security or confidentiality of information in the system has been compromised; (b) there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;

(5) To appropriate federal, state, and local authorities in connection with hiring or retaining an individual, conducting a background security or suitability investigation, adjudication of liability, or eligibility for a license, contract, grant, or other benefit;

(6) To appropriate federal, state, and local authorities, agencies, arbitrators, and other parties responsible for processing any personnel actions or conducting administrative hearings or corrective actions or grievances or appeals, or if needed in the performance of other authorized duties;

(7) To appropriate federal agencies and other public authorities for use in records management inspections;

(8) To officials of a labor organization when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions;

(9) To contractor personnel, grantees, volunteers, interns, and others performing or working on a contract, service, grant, cooperative agreement, or project for the Federal Government.

(10) To the Washington Metropolitan Transit Authority or other transportation authority to provide transit subsidy benefit related services and systems involving FHFA employees.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in paper form, electronic format, and magnetic disk or tape. Electronic records are stored in computerized databases. Paper and magnetic disk or tape records are stored in locked file rooms or locked file cabinets.

**RETRIEVABILITY:**

Records are indexed and retrieved by employee name, employee identification number, or by other personal identifiers.

**SAFEGUARDS:**

Records are safeguarded in a secured environment. Buildings where records are stored have security cameras and 24-hour security guard service. Access is limited to those individuals whose official duties require access. Computerized records are safeguarded through use of access codes and other information technology security measures.

**RETENTION AND DISPOSAL:**

Paper records and electronic media are retained in accordance with National Archives and Records Administration and FHFA Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal systems.

**SYSTEM MANAGER(S) AND ADDRESS:**

Office of Human Resources Management, Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20024, and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or by individuals assisting such employees.

**NOTIFICATION PROCEDURE:**

Direct inquiries to the Privacy Act Officer by mail at Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

**RECORD ACCESS PROCEDURES:**

Direct requests to the Privacy Act Officer by mail at Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

**CONTESTING RECORD PROCEDURES:**

Direct requests to the Privacy Act Appeals Officer by mail at Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

**RECORD SOURCE CATEGORIES:**

The information is provided by current and former FHFA employees as well as information retrieved from official FHFA records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.