

**FHFA – 14**

**SYSTEM NAME:**

Emergency Notification System.

**SECURITY CLASSIFICATION:**

Sensitive but unclassified.

**SYSTEM LOCATION:**

Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20019; Everbridge, Inc., Burbank, CA and Denver, CO; 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:**

Current and former FHFA employees and contractor personnel, and emergency contacts for these individuals.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name and contact information such as address (home, mailing and/or business), telephone numbers (personal and/or business) electronic mail addresses (personal and/or business), photographic identifiers, and geospatial and/or geolocation data.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. § 552a; 12 U.S.C. § 4515; Executive Orders 12656, 12148, and 10995.

**PURPOSE(S):**

The purpose of this system of records is to maintain emergency contact information for current employees and selected contractors of FHFA. The system provides for high-speed message delivery that reaches all agency and contractor personnel in response to threat alerts issued by the Department of Homeland Security, weather related emergencies or other critical situations that disrupt the operations of and accessibility to an FHFA worksite. The system also provides for personnel sign-in and rapid alert and notification.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside FHFA as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

(1) When (a) it is suspected or confirmed that the security or confidentiality of information in the system of records has been compromised; (b) FHFA has determined that as a result of the suspected or confirmed compromise 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 (whether maintained by FHFA or another agency or entity) 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 connection with FHFA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

(2) Records in this system may be disclosed to any individual during the course of any inquiry or investigation conducted by FHFA, or in connection with civil or administrative litigation, if FHFA has reason to believe that the individual to whom the record is disclosed may have further information about the matters related therein, and those matters appeared to be relevant at the time to the subject matter of the inquiry.

(3) A record or information in this system may be disclosed to any individual with whom FHFA contracts to reproduce, by typing, photocopy or other means, any record within this system for use by FHFA and its employees in connection with their official duties or to any individual who is utilized by FHFA to perform clerical or stenographic functions relating to the official business of FHFA.

(4) 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;

(5) 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, 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

(6) To a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

(7) To contractor personnel, interns, and others performing or working on a contract, service, grant, cooperative agreement, or project for FHFA.

(8) To any Federal government authority for the purpose of coordinating and reviewing FHFA's continuity of operations plans or emergency contingency plans.

(9) To any Federal, State or Local government authority for the purpose of coordinating a response to threat alerts issued by the Department of Homeland Security, weather related emergencies, or other critical situations that disrupt the operations of an accessibility to an FHFA worksite.

(10) To the National Archives and Records Administration, Office of Government Information Services (OGIS), to the extent necessary to fulfill its responsibilities in 5 U.S.C. 552(b), to review administrative agency policies, procedures and compliance with the Freedom of Information Act (FOIA), and to facilitate OGIS' offering of mediation services to resolve disputes between persons making FOIA requests and administrative agencies.

**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 electronic format, paper form, 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, locked file cabinets and/or safes.

**RETRIEVABILITY:**

Records may be retrieved by any of the following: name, e-mail address, telephone number, or an assigned file number for the purpose of responding to the requestor. Information may additionally be retrieved 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. Computerized records are safeguarded through use of access codes and other information technology security measures. Paper records are safeguarded by locked file rooms, locked file cabinets, and/or safes. Access to the records is restricted to those who require the records in the performance of official duties related to the purposes for which the system is maintained.

**RETENTION AND DISPOSAL:**

Records are periodically purged and disposed of for individuals who are no longer employees or contractors of the Agency. Otherwise, records are retained and disposed of in

accordance with the appropriate National Archives and Records Administration General Records Schedules and FHFA Retention Schedules.

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

Office of the Chief Operating Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20219.

**NOTIFICATION PROCEDURES:**

Direct inquiries as to whether this system contains a record pertaining to an individual to the Privacy Act Officer. Inquiries may be mailed to the Privacy Act Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20219, or can be submitted 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 for access to a record to the Privacy Act Officer. Requests may be mailed to the Privacy Act Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20219, or can be submitted 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 contest or appeal and adverse decision for a record to the Privacy Act Appeal Officer. Requests may be mailed to the Privacy Act Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street SW, Washington, D.C. 20219, or can be submitted 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:**

Information is provided by FHFA employees and FHFA contractor personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None