

Date of Approval: 08/07/2025
Questionnaire Number: 2323

Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

PeopleTrak

Acronym:

PTRAK

Business Unit

Human Capital Office

Preparer

For Official Use Only

Subject Matter Expert

For Official Use Only

Program Manager

For Official Use Only

Designated Executive Representative

For Official Use Only

Executive Sponsor

For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

PeopleTrak (PTrak) is an internal web-based application that is not able to be accessed by the public. The application is used by all Business Units within the IRS to maintain and manage position data, contingency plans for staffing throughout the agency, hiring initiatives, employee hiring plan data for both external and internal hires, workforce initiatives, onboarding, telework, training programs, and span of control information. PTrak tracks hiring plans by the organization, location and position of record and many internal and external hiring data into a service-wide position management system.

Personally Identifiable Information (PII)

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

Each data element is required to allow the Human Resources Assistant/Specialist to complete the management of the job position system, to import hiring plans, and meet hiring initiatives and to track individual positions to the individual employees. The social security number (SSN) auto-validates position records for new hires and all active service employees. The SSN is always truncated (last 4-digits) and available to users only in the position record. The validated position record feeds span of control, workforce initiatives (hire and Reduction in Force (RIF), buyouts, etc.), pre-screening and mission critical occupations new hire training for IRS organizations. The truncated SSN is not passed to or exposed in other PTrak modules, except to validate identify and establish rights for benefits in workforce initiatives (downsizing, buyouts, RIF).

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Address

Criminal Investigation Information

Criminal Record

Driver's License Number

Email Address

Employment Information

Name

Passport Number

Social Security Number (including masked or last four digits)

Standard Employee Identifier (SEID)

Telephone Numbers

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for personnel administration - 5 USC

SSN for personnel administration IRS employees - 5 USC and Executive Order 9397

Product Information (Questions)

1 Is this PCLIA a result of a specific initiative or a process improvement?

No

2 What type of project is this (system, project, application, database, pilot/proof of concept/prototype, power platform/visualization tool)?

System

3 What Tier designation has been applied to your system? (Number)

3

4 Is this a new system?

No

4.1 Is there a previous Privacy and Civil Liberties Impact Assessment (PCLIA) for this project?

Yes

4.11 What is the previous PCLIA number?

6794

4.12 What is the previous PCLIA title (system name)?

PeopleTrak

4.2 You have indicated this is not a new system; explain what has or will change and why. (Expiring PCLIA, changes to the PII or use of the PII, etc.)

Expiring PCLIA

5 Is this system considered a child system/application to another (parent) system?

No

6 Indicate what OneSDLC State is the system in (Allocation, Readiness, Execution) or indicate if you go through Information Technology's (IT) Technical Insertion Process and what stage you have progressed to.

Not applicable, system is hosted by Treasury.

7 Is this a change resulting from the OneSDLC process?

No

8 Please provide the full name and acronym of the governance board or Executive Steering Committee (ESC) this system reports to.

Sustaining Operations (SO) Human Capital Board

9 If the system is on the As-Built-Architecture (ABA), what is the ABA ID number of the system? If this PCLIA covers multiple applications shown on the ABA, please indicate the ABA ID number(s) for each application covered separated by a comma. If the system is not in the ABA, then contact the ABA (<https://ea.web.irs.gov/aba/index.html>) for assistance.

210852

10 If this system discloses any PII to any third party outside the IRS, does the system have a process in place to account for such disclosures in compliance with IRC 6103(p)(3)(A) or Subsection c of the Privacy Act?

No

10.1 You have indicated that you do not have an "accounting of disclosures" process in place; please indicate a projected completion date or explain the steps taken to develop your accounting of disclosures process. Note: The Office of Disclosure should be contacted to develop this system's accounting of disclosures process.

No

11 Does your project/system involve any use of artificial intelligence (AI), including virtual assistant, chat bot, and robotic process automation, as defined in Executive Order 13960 and 14110?

No

12 Does this system use cloud computing?

Yes

12.1 Please identify the Cloud Service Provider (CSP), FedRAMP Package ID, and date of FedRAMP authorization.

PeopleTrak is hosted in Oracle GovCloud; FedRAMP Package ID: 1900048743.
Govcloud achieved an ATO on 10/1/2020.

12.2 Does the CSP allow auditing?

Yes

12.21 Who has access to the CSP audit data (IRS or 3rd party)?

3rd party, Treasury

12.3 Please indicate the background check level required for the CSP (None, Low, Moderate or High).

High

13 Does this system/application interact with the public?

No

14 Describe the business process allowing an individual to access or correct their information. (Due Process)

PTrak is only a repository of HR information collected through other IRS applications and government forms. PeopleTrak does not interact with taxpayers and thus notice, consent, and due process are pursuant to United States Code 5.

15 Is this system owned and/or operated by a contractor?

No

16 Identify what role(s) the IRS and/or the contractor(s) performs; indicate what access level (to this system's PII data) each role is entitled to. (Include details about completion status and level of access of the contractor's background investigation was approved for.)

Business requirements specialist: Create, modify, and delete client modules and functionality
Production users: Create, read, update, delete information in designated modules.

17 The Privacy Act of 1974 (5 USC § 552a(e)(3)) requires each agency that maintains a system of records, to inform each individual requested to supply information about himself or herself. Please provide the Privacy Act Statement presented by your system or indicate a Privacy Act Statement is not used and individuals are not given the opportunity to consent to the collection of their PII.

PeopleTrak does not have a Privacy Act Statement because employees do not enter their information into PTrak. All information is received from other systems where statements are presented.

18 How many records in the system are attributable to IRS Employees? Enter "Under 50,000", "50,000 to 100,000", "More than 100,000" or "Not Applicable".

More than 100,000

19 How many records in the system are attributable to contractors? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not Applicable".

More than 10,000

20 How many records in the system are attributable to members of the public? Enter "Under 100,000", "100,000 to 1,000,000", "More than 1,000,000" or "Not applicable".

Not Applicable

22 How is access to SBU/PII determined and by whom?

Access is requested via Business Entitlement Access Request System (BEARS). Data access is granted on a need-to-know basis. The BEARS enrollment process requires that an authorized manager approve access requests on a case-by-case basis. Access approval is based on the Users role(s) and responsibilities. Users are given the minimum set of privileges required to perform their regular and recurring work assignments; they are restricted from changing the boundaries of

their access without management approval. Write, Modify, Delete, and/or Print) are defined on BEARS and set (activated) by the System Administrator prior to the user being allowed access. User privileges and user roles determine the types of data that each user has access to. Management monitors system access and removes permissions when individuals no longer require access.

23 Is there a data dictionary on file for this system? Note: Selecting "Yes" indicates an upload to the Attachment Section is required.

Yes

24 Explain any privacy and civil liberties risks related to privacy controls.

There are no privacy or civil liberties risks related to privacy controls.

25 Please upload all privacy risk finding documents identified for the system (Audit trail, RAFT, POA&M, Breach Plan, etc.); click "yes" to confirm upload(s) are complete.

No

26 Describe this system's audit trail in detail. Provide supporting documents.

Treasury collects audit logs via Trellix client on each server. Audit logs are collected, encrypted, and transmitted to a central log collection point for storage and analysis.

27 Does this system use or plan to use SBU data in a non-production environment?

No

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

HR Connect

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secured channel via HTTPS

Interface Type

IRS Systems, file, or database

Agency Name

Automated Labor and Employee Relations Tracking System

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method
CSV upload

Interface Type

IRS Systems, file, or database

Agency Name

Human Resources Reporting Center

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secured channel via HTTPS

Interface Type

IRS Systems, file, or database

Agency Name

TRIRIGA

Incoming/Outgoing

Both

Transfer Method

Electronic File Transfer Utility (EFTU)

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 36.003 - General Personnel and Payroll Records

Describe the IRS use and relevance of this SORN.

Data is loaded from various HR systems into PTrak.

SORN Number & Name

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

PTrak contains information related to background and criminal investigations.

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Employee Management Records

What is the GRS/RCS Item Number?

2.2(020)

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Workforce and succession planning records.

What is the disposition schedule?

Temporary. Destroy 3 years after issuing each new plan, but longer retention is authorized if required for business use.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Employee Relations Records

What is the GRS/RCS Item Number?

2.3(040)

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Telework/alternate worksite program case files.

What is the disposition schedule?

Temporary. Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner, but longer retention is authorized if required for business use.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Copies of vital records

What is the GRS/RCS Item Number?

4.1(031)

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Copies of vital records, temporary.

What is the disposition schedule?

Temporary. Destroy when superseded by the next cycle.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Employee Acquisition Records

What is the GRS/RCS Item Number?

2.1(050)

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Job vacancy case files

What is the disposition schedule?

Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Employee Training Records

What is the GRS/RCS Item Number?

2.6(010)

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Non-mission employee training program records.

What is the disposition schedule?

Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Common Office Records

What is the GRS/RCS Item Number?

5.1(010)

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Administrative records maintained in any agency office.

What is the disposition schedule?

Temporary. Destroy when business use ceases.

Data Locations

What type of site is this?

Environment

What is the name of the Environment?

PeopleTrak Production

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

<https://peopletrak.treasury.gov/>

Please provide a brief description of the Environment.

User facing live data environment.

What type of site is this?

Environment

What is the name of the Environment?

PeopleTrak UAT

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

<https://uat-pttrak.treasury.gov/>

Please provide a brief description of the Environment.

Test environment, pre-production

What type of site is this?

Environment

What is the name of the Environment?

PeopleTrak Dev

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

<https://dev-pttrak.treasury.gov/>

Please provide a brief description of the Environment.

Development environment for systemic changes.