

CFPB.016

SYSTEM NAME:

CFPB Advisory Boards and Committees

SYSTEM LOCATION:

Bureau of Consumer Financial Protection, 1700 G Street NW., Washington, DC 20552.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals covered by this system include any individual who has nominated an individual to be on an advisory board or committee to the Bureau (Bureau board or committee), has served as a reference for a Bureau board or committee nominee, or has been nominated to be on a Bureau board or committee, is currently serving on a Bureau board or committee, and/or has served on a Bureau board or committee and is no longer serving. Bureau board and committee alternatives are also included in this system. Individuals covered by this system also include any individual, including the public, who, upon invitation from a Bureau board or committee, provides advice or comments or otherwise interacts with a Bureau board or committee.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information maintained on individuals who are past, present or nominated members of Bureau boards or committees will include: (1) Contact information (e.g., name, business phone number, email address); (2) information relevant to the Bureau's determination of an individual's eligibility for serving on a Bureau board or committee, including but not limited to (a) that individual's date of birth, place of birth, and any prior or pending civil or criminal actions against that individual for the purpose of conducting a background investigation; (b) education, registration in professional societies, work experience, record of performance, publications authored, membership on other boards and committees, professional awards, for purposes of assessing an individual's qualifications for service; (3) financial disclosure information, declaration of desire and eligibility to serve, and lobbyist registrations, for purposes of identifying any potential conflicts of interest that may arise from an individual's service on a Bureau board or committee; (4) names of professional references and notes and records of conversations with those references; and (5) miscellaneous correspondence relating to the above.

Information maintained on experts, consultants, and other members of the public invited to provide advice or comments to a Bureau board or committee or otherwise interact with a Bureau board or committee will include contact information (e.g., name, business phone number, email address).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. No. 111-203, Title X, Sections 1011, 1012, 1014, codified at 12 U.S.C. §§ 5491, 5492, 5494.

PURPOSE(S):

The system collects and maintains information on Bureau board and committee nominees and members, and those that may interact with the Bureau regarding the board or committee. The records are used for administration of the committees or boards, including the evaluation of potential board or committee members for eligibility to serve on Bureau board or committee and the preparation of minutes and reports of Bureau board or committee meetings, events, or programs. The information will also be used for administrative purposes to ensure quality control, performance, and improving management processes.

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

These records may be disclosed, consistent with the Bureau's Disclosure of Records and Information Rules, promulgated at 12 CFR 1070 *et seq.*, to:

- (1) Appropriate agencies, entities, and persons when (a) the Bureau suspects or has confirmed that there has been a breach of the system of records; (b) the Bureau has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the Bureau (including its information systems, programs, and operations), the Federal Government, or national security; and (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Bureau's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm;
- (2) Another Federal agency or Federal entity, when the Bureau determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (a) responding to a suspected or confirmed breach or (b) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.
- (3) Another federal or state agency to (a) permit a decision as to access, amendment or correction of records to be made in consultation with or by that agency, or (b) verify the identity of an individual or the accuracy of information submitted by an individual who has requested access to or amendment or correction of records;
- (4) The Office of the President in response to an inquiry from that office made at the request of the subject of a record or a third party on that person's behalf;

- (5) Congressional offices in response to an inquiry made at the request of the individual to whom the record pertains;
- (6) Contractors, agents, or other authorized individuals performing work on a contract, service, cooperative agreement, job, or other activity on behalf of the Bureau or Federal Government and who have a need to access the information in the performance of their duties or activities;
- (7) The DOJ for its use in providing legal advice to the Bureau or in representing the Bureau in a proceeding before a court, adjudicative body, or other administrative body, where the use of such information by the DOJ is deemed by the Bureau to be relevant and necessary to the advice or proceeding, and such proceeding names as a party in interest:
 - (a) The Bureau;
 - (b) Any employee of the Bureau in his or her official capacity;
 - (c) Any employee of the Bureau in his or her individual capacity where DOJ has agreed to represent the employee; or
 - (d) The United States, where the Bureau determines that litigation is likely to affect the Bureau or any of its components;
- (8) To the public in the form of names, affiliations, and other pertinent biographical information of board or committee members; and
- (9) Appropriate agencies, entities, and persons to the extent necessary to obtain information relevant to making a determination of whether an individual is eligible to serve on a Bureau board or committee.

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

STORAGE:

Paper and electronic records.

RETRIEVABILITY:

Records in this system are retrievable by a variety of fields including, without limitation, the individual's name, address, employer, or by some combination thereof.

SAFEGUARDS:

Access to electronic records is restricted to authorized personnel who have been issued non-transferrable access codes and passwords. Other records are maintained in locked file cabinets or rooms with access limited to those personnel whose official duties require access.

RETENTION AND DISPOSAL:

The Bureau will maintain electronic and paper records indefinitely until the National Archives and Records Administration (NARA) approves the Bureau's records disposition schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Bureau of Consumer Financial Protection, Consumer Advisory Board Manager,
1700 G Street NW., Washington, DC 20552.

NOTIFICATION PROCEDURE:

Individuals seeking notification and access to any record contained in this system of records, or seeking to contest its content, may inquire in writing in accordance with instructions appearing in Title 12, Chapter 10 of the CFR, Part 1070, "Disclosure of Records and Information." Address such requests to: Chief Privacy Officer, Bureau of Consumer Financial Protection, 1700 G Street NW., Washington, DC 20552.

RECORD ACCESS PROCEDURES:

See "Notification Procedures" above.

CONTESTING RECORD PROCEDURES:

See "Notification Procedures" above.

RECORD SOURCE CATEGORIES:

Information in this system is obtained directly from the individual who is the subject of these records, including any individual who has nominated an individual to be on a Bureau board or committee, has served as a reference for a Bureau board or committee nominee, or has been nominated to be on a Bureau board or committee, is currently serving on a Bureau board or committee, and/or has served on a Bureau board or committee and is no longer serving, as well as board and committee alternatives and any individual who upon invitation from a Bureau board or committee, provides advice or comments on issues or has otherwise interacted with a Bureau board or committee. Information is also collected, as necessary from third parties who provide information used by the Bureau to determine an individual's eligibility for serving on a Bureau board or committee.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.