

**#..SEC-41**

**System name:**

Child Care Subsidy Program.

**System location:**

SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

**Categories of individuals covered by the system:**

Present and former SEC employees and their children and child care providers.

**Categories of records in the system:**

(1) Employee's name, telephone numbers, address, grade, gross annual salary, gross family income that was reported on the latest Federal income tax return, and number of dependent children; (2) employee's child's name, date of birth, social security number, weekly tuition cost, amount of child care tuition subsidy from state or local government; and (3) employee's child care provider's name, address, telephone number, tax identification number, and license number.

**Authority for maintenance of the system:**

Sec. 643, Pub. L. 106-58, 113 Stat. 477.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

**Purpose(s):**

To determine eligibility for, and the amount of, the child care tuition subsidy for lower income SEC employees.

In addition to the conditions of disclosure under 5 U.S.C. 552a(b), the SEC staff may provide these records to:

(1) Any Federal, state, or local government authority implementing child care subsidy programs or investigating a violation or potential violation of a statute, rule, regulation, or order;

(2) Any contractor that performs, on the SEC's behalf, services requiring the use of these records; and

(3) The Office of Personnel Management to be used for evaluating the child care subsidy program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

These records are maintained in paper and/or electronic format.

**Retrievability:**

These records are retrievable by the employee's name or social security number.

**Safeguards:**

When not in use, paper records are kept in locked rooms or metal cabinets in a building with security cameras and 24-hour security guards. Access to computer records requires the use of restricted passwords.

**Retention and disposal:**

These records will be maintained permanently until their official retention period is established.

**System manager(s) and address:**

Associate Executive Director, Office of Administrative and Personnel Management, SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

**Notification procedure:**

Requests to determine whether this system contains a record pertaining to the requesting individual should be sent to the Privacy Act Officer, SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

**Record access procedures:**

Individuals who want to know how to gain access to or contest the contents of their records may contact the Privacy Act Officer, SEC, Operations Center, 6432 General Green Way, Alexandria, VA 22312-2413.

**Contesting record procedures:**

See Record Access Procedures above.

**Record source categories:**

Applications for child care subsidy and supporting records, which are voluntarily submitted by employees.

**Exemptions claimed for the system:**

None.