

**Overseas Private Investment Corporation  
Privacy Impact Assessment (PIA)**

**Overview**

**Date of this Submission:** March 22, 2007

**System Owner:** Cynthia Hostetler, Vice President, Investment Funds

**Department:** Investment Funds Department

**Title of system or information collection:** Investment Funds Calls for Proposals

**Is this system or information collection new or is an existing one being modified?** No

**Does this system collect, maintain, and/or disseminate information in identifiable form (IIF) about members of the public?** Yes

**Identifying Numbers (Use N/A, where appropriate)**

**Unique Project Identifier Number:** 184-20-02-00-01-4200-00-404-139

**System of Records Number:** N/A

**OMB Information Collection Approval Number and Expiration Date:** N/A

**Other Identifying Number(s):** N/A

**Description**

**1. Describe what information is to be collected (e.g., nature and source).**

The Investment Funds Calls for Proposals enable prospective OPIC Fund Managers to 1) submit questions and comments via a web form to OPIC's Investment Funds staff regarding Funds Calls for Proposals, and 2) register their proposals via a web form.

IIF contained in the system includes name, title, company name, mailing address, business phone, fax numbers, and email address. The information is obtained directly from individuals representing interested private sector fund management firms. Submitters may enter their IIF via a Question/Comment Submission web form and a Proposal Registration web form on OPIC's Corporate web site and are required to send hard copies and electronic versions (CD or DVD) of their proposals and supporting documentation in response to OPIC's call for proposals questionnaire in order to support their submission. Individuals who submit questions, comments or registrations via OPIC's Investment Funds web forms are informed of the purposes and uses of the information via written notice on the web sites.

**2. Explain why the information is being collected.**

The Investment Funds Calls for Proposals enable prospective OPIC investment fund managers to submit questions, comments, and proposal registrations to OPIC to facilitate the evaluation of their qualification to manage and administer OPIC private equity funds. The information is required to effectively and efficiently execute the mission of OPIC's Investment Funds Department. This includes information enabling OPIC to contact individual submitters by mail, email, phone, or fax to request additional information that OPIC determines is necessary for its evaluation, including information about key principals of the submitting company or firm to make determinations regarding their eligibility, suitability, and qualification to manage the fund, as well as professional references who can be contacted.

**3. Describe the intended use of the information, and explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**

OPIC supports the creation of privately owned and managed investment funds that make direct equity and equity-related investments in new, expanding or privatizing companies. The Investment Funds Calls for Proposals are the vehicle by which OPIC invites and collects proposals and supporting documentation from qualified prospective private sector fund managers for the formation, management and OPIC financing of private equity funds. The IIF collected is used solely for, and is the minimum necessary for, OPIC and its private equity

advisors to manage proposals, questions and comments from potential fund managers for the establishment of OPIC private equity funds.

**4. Identify with whom the agency will share the collected information.**

The information collected is maintained solely for OPIC internal use. It is shared with OPIC-retained, independent private equity advisors who assist OPIC in evaluating proposals received in response to OPIC's calls for proposals.

**5. Describe any opportunities individuals have to decline to provide information (i.e., where providing information is voluntary), or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.**

Individuals who submit questions, comments, or registrations via OPIC's Investment Funds Calls for Proposals web forms are informed of the purposes and uses of the information via written notice on the web sites. There is no opportunity to decline to provide information or to consent to particular uses of the information since submission of information is voluntary and all information requested is necessary for OPIC's evaluation of potential fund managers.

**6. Describe how the information will be secured (e.g., administrative and technological controls).**

Access is restricted by physical and computer-based access controls. The system that houses OPIC's Calls for Proposals data is secured within OPIC's local area network, which is in compliance with administrative, technical, and physical security controls commensurate with its level of sensitivity. Access to the system from within OPIC is strictly limited to employees on a need-to-know basis based on security privileges (username and password). All data are safeguarded in accordance with applicable governmentwide guidelines and OPIC's Information Systems Security Program.

**7. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing Privacy Act system of records notice under which the records will be maintained.**

No Privacy Act system of record is required for this information collection.

**8. Describe the choices the agency made regarding this IT system or collection of information as a result of performing the PIA.**

Because the system and information collection were in operation at the time the PIA was conducted, OPIC made no choices regarding the IT system or the information collection as a result of performing the PIA. Additionally, OPIC implemented no post-implementation changes to its systems or information collection procedures as a result of performing the PIA.