

3. SYSTEM SECURITY

Data security and restricted access control is a major component of the system. The following controls and safeguards have been incorporated:

- HRDSweb users gain access through the use of unique user IDs and passwords.
- Users have the ability to view or print preprogrammed reports and report generation modules within the system under defined parameters.
- Depending on each user's access rights, menus and selection screens will vary.

Access may be granted as follows:

MANAGERS/SUPERVISORS

- ! data on employees (in direct chain)
- ! statistical EEO data
- ! aggregate Department/bureau data

ADMINISTRATIVE OFFICERS

- ! data on employees (in service area)
- ! statistical EEO data
- ! aggregate Department/bureau data

PLANNERS/BUDGET STAFF

- ! Financial data and projection reports on employees (service population)
- ! aggregate Department/bureau data

HR MANAGERS AND STAFF

- ! restricted reports
- ! data on SES staff
- ! data on Presidential Appointees
- ! HR reports

Additional access will be considered by the Director of Human Resource Management with justification. Data access is provided on a "need to know" basis.

