

U.S. Department of State Summary Privacy Impact Assessment

TITLE: American Citizen Services (ACS)

DATE: July 2007

- I. What information is to be collected (e.g., nature and source)? Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc).**

The American Citizen Services Program includes numerous systems that support the citizen services consular function. The systems under this program that collect process and store personally identifiable information are used to process routine citizen services requests overseas (passports, reports of birth, arrests, etc). The type and nature of information that is collected varies from system to system but includes a wide array of identifying information required for the maintenance of these systems.

- II. Why is the information being collected (e.g., to determine eligibility)?**

The information is being collected and stored for the purpose of safeguarding American Citizen Services data and allowing the Department to assist U.S. Citizens while overseas.

- III. How will the information be used (e.g., to verify existing data)?**

American Citizen Services System (ACS) is used by overseas posts to record the provision of services to U.S. citizens, such as passport issuance, report of birth issuance, registration, arrests, death, etc. It is used by the Office of Overseas Citizen Services to monitor status of services provided and to create financial (loan and trust) cases.

International Parental Child Abduction System (IPCA) is used by the Office of Children's Issues to record, track and report on international child abduction cases.

International Parental Child Abduction Web Based System (IPCA Web) is used by other law enforcement agencies and non-governmental organizations involved in the tracking and reporting of international child abduction cases.

Consular Task Force (CTF) is used by the Office of Overseas Citizen Services to record, track and report on the status of U.S. citizens involved in emergency situations overseas.

Internet Based Registration System (IBRS) is used by citizens to register their presence in a consular district.

Adoptions Tracking System (ATS) (currently under development) will be used by the Office of Children's issues to record track and report on the status of international adoption cases.

IV. Will you share the information with others (e.g., another agency for a programmatic purpose)? If yes, list the entities.

The information may be shared with those agencies and entities listed in Federal Register Notice No. 148, Vol. 1 dated August 2, 1995, pertaining to the routine use of Overseas Citizens Services records.

V. What opportunities do individuals have to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use)?

The applicant provides all data by completing forms. All forms at the time of data collection contain a Privacy Statement, which indicates what information is collected, why, for what purpose the information will be routinely used, who the information will be shared with and the consequences of not providing the data requested.

VI. How will the information be secured (e.g., administrative and technological controls)?

Access to the system is determined based on the user's role. Users' roles are assigned by local systems administrators based on the job the employee will be performing. Users only have access to the data granted to the role that they have been assigned.

VII. Is a Privacy Act System of Records being created? (e.g., Will data be retrieved by a personal identifier such as name, social security number, address, telephone number or some other identifier that is unique to an individual)?

The corresponding System of Records notice for this system is **STATE-05, Overseas Citizens Services Records**. Data is routinely retrieved using, name, date of birth, and place of birth. Depending on the system used to process the applicant's record, case numbers or applicant IDs may also be used to retrieve applicant data.