

U.S. Department of State Privacy Impact Assessment Summary

TITLE: Automated Cash Register System

DATE: July 3, 2007

- I. Describe the information 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 first and last name of the employee is collected and stored with a corresponding User ID. User IDs are used for records and reports as it relates to the auditing of actions taken during the use of ACRS transactions. Customer information includes first and last name for all transactions and credit card information for credit card transactions only.

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

The ACRS is currently used by the consular cashiers at posts world-wide to collect fees, print receipts, and process refunds. It also performs end of period reconciliation tasks and prints receipts and management reports that are used by the Accountable Consular Officer (ACO) to maintain accountability of the fee collection process

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

ACRS provides cash accountability by printing and monitoring consular fee receipts.

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

Credit Card transactions are routed through the U.S. Department of Treasury to the Bank of America.

- V. Describe what opportunities individuals have been given 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).**

When a credit card transaction is being performed, proof of identification is required to verify the name on the card credit card is one and the same.

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

ACRS is protected by technical, management and operational controls which are documented in the System Security Plan.

VII. How will the data be retrieved (e.g., will it 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)?

User IDs (which correlate to an employee's first and last name) are used as it relates to the auditing of actions taken during the use of ACRS transactions. Customer data may be retrieved by first or last name or transaction date and is used as it relates to the auditing of payment transactions and services in the ACRS system. [Note: credit card data is encrypted and not retrievable or reported in the ACRS system.]