1. Contact Information

Department of State Privacy Coordinator

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2. System Information

(a) Date PIA was completed: August 29, 2008

(b) Name of systems: Immigrant Visa Allocation Management System (IVAMS) and IVAMS-Web

(c) System acronyms: IVAMS and IVAMS-Web

(d) IT Asset Baseline (ITAB) number: 97 (IVAMS) and 753 (IVAMS-Web)

(e) System description.

The system manages visa allocations and contains information such as associated A-file numbers, foreign state chargeability, and visa category. It does not contain or track applicant names or biographic information. IVAMS supports management of the numerical control process and the compilation of statistical data on both immigrant and nonimmigrant visa workloads.

IVAMS receives immigrant visa demand for cases from all immigrant visa processing posts and U.S. Department of Homeland Security (DHS)/U.S. Citizenship and Immigration Services (USCIS) offices. Based on the demand, IVAMS manages the allocation of immigrant visa numbers in accordance with the rules on foreign state chargeability, priority date, and preference category as specified in the Immigration and Naturalization Act (INA). IVAMS sends the approved allocations to posts and USCIS offices.

IVAMS-Web is an Internet-based system utilized by USCIS to request immigrant visa allocation numbers through a secure web interface to IVAMS. IVAMS-Web automatically evaluates each request according to the applicable cut-off date for the foreign state and preference category before returning the results to DHS. The system also tracks the authorization of visa allocations to DHS/USCIS offices.

(f) Reason for performing PIA:

☐ New system

☐ Significant modification to an existing system

☒ To update existing PIA for a triennial security re-certification

(g) Explanation of modification (if applicable): Not applicable.

(h) Date of previous PIA (if applicable): May 2008.

3. Characterization of the Information

The system:

does NOT contain PII. If this is the case, you must only complete Section 13.

x   does contain PII. If this is the case, you must complete the entire template.

a. What elements of PII are collected and maintained by the system? What are the sources of the information?

Only the USCIS data in IVAMS contains PII (the A-file number, assigned to individuals seeking immigration and citizenship services) assigned by USCIS. It does not contain or track applicant names or biographic information.

b. How is the information collected?

USCIS assigns the A-file number.

c. Why is the information collected and maintained?

The Visa Office (CA/VO) collects the A-file number to prevent duplicate authorization of a visa allocation to the same individual.

d.   How will the information be checked for accuracy?

USCIS users of IVAMS have to enter the A-file number twice to prevent data entry errors. An error message identifies any inconsistency in data entry.

e. What specific legal authorities, arrangements, and/or agreements define the collection of information?

8 U.S.C. 1101-1503 Immigration and Naturalization Act (INA), as amended.

4. Uses of the Information

a. Describe all uses of the information.

The information is used for the management of the numerical controls applicable to the granting of immigrant status as prescribed by the INA.

The Bureau of Consular Affairs (CA) uses the workload data to measure workload and project future resource demands. The nonimmigrant and immigrant visa data is used to identify trends in immigration and other travel to the U.S. CA also uses the statistics to project the impact of immigration reform proposals on workload, and immigration and travel rates to the United States.

b. What types of methods are used to analyze the data? What new information may be produced?

Data is not analyzed by IVAMS or IVAMS-Web in the traditional sense; rather, information becomes part of a larger visa data set used to calculate quotas, current and potential workload based on U.S. Government policies.

c. If the system uses commercial information, publicly available information, or information from other Federal agency databases, explain how it is used.

No commercial information, publicly available information, or information from other Federal agency databases is used in IVAMS.

d. Is the system a contractor used and owned system?

IVAMS is a government system. It is supported by contract employees, who support U.S. Government employees in their maintenance of the system.

Contractors who support IVAMS are subjected to a background investigation by the contract employer equivalent to a "National Agency Check" of the files of certain U.S. Government agencies (e.g., criminal law enforcement and homeland security databases) for pertinent facts bearing on the loyalty and trustworthiness of the individual. Contractors involved in the development or maintenance of IVAMS hardware or software must have at least a Secret-level security clearance.

All employees and contractors undergo an annual computer security briefing and Privacy Act briefing from both the Department of State and the contract employer. All contracts contain approved Federal Acquisition Regulation (FAR) Privacy Act clauses.

5. Retention

How long is information retained?

Information within IVAMS is retained in accordance with U.S. Government records management guidelines.

6. Internal Sharing and Disclosure

a. With which internal organizations is the information shared? What information is shared? For what purpose is the information shared?

Information in IVAMS and IVAMS-Web is accessible only to authorized domestic CA users.

b. How is the information transmitted or disclosed? What safeguards are in place for each sharing arrangement?

Technological safeguards in place to prevent misuse of the data by users include roles that limit access to only those functions necessary for each user to complete their job functions, password-protected sensitive functions within IVAMS, and auditing of all user activities.

7. External Sharing and Disclosure

a. With which external organizations is the information shared? What information is shared? For what purpose is the information shared?

The information is shared with USCIS to meet their requirements for processing immigrants and monitoring workload.

b. How is the information shared outside the Department? What safeguards are in place for each sharing arrangement?

It is shared via IVAMS-Web system, which is a secured environment.

8. Notice

The system:

☒ contains information covered by the Privacy Act.

Provide number and name of each applicable systems of records.

The information in this system is covered by STATE-39, Visa Records, which was last amended August 2, 1995, at 60 FR 39473-39474.

(visit *www.state.gov/m/a/ips/c25533.htm* for list of all published systems)

☐ does NOT contain information covered by the Privacy Act (does not contain names and none of the data refers to US persons).

a. Is notice provided to the individual prior to collection of their information?

The information is not collected from individuals.

b. Do individuals have the opportunity and/or right to decline to provide information?

Non-applicable.

c. Do individuals have the right to consent to limited, special, and/or specific uses of the information? If so, how does the individual exercise the right?

Non-applicable.

9. Notification and Redress

a. What are the procedures to allow individuals to gain access to their information and to amend information they believe to be incorrect?

Since USCIS assigns the A-file number, individuals may contact USCIS directly.

10. Controls on Access

a. What procedures are in place to determine which users may access the system and the extent of their access? What monitoring, recording, and auditing safeguards are in place to prevent misuse of data?

IVAMS and IVAMS-Web employ various procedures to prevent the misuse of data by those with access, including application roles that limit access to only those functions necessary for each user to complete job functions, password-protected sensitive functions within the IVAMS application, and auditing of all user activities.

b. What privacy orientation or training for the system is provided authorized users?

IVAMS and IVAMS-Web users participate in both mandatory initial and annual refresher training on the proper handling of Sensitive But Unclassified (SBU) data.

11. Technologies

a. What technologies are used in the system that involve privacy risk?

IVAMS and IVAMS-Web operate under standard, commercially-available software products residing on a government-operated computing platforms not shared by other business applications or technologies. No technologies commonly considered to elevate privacy risk are employed.

12. Security

What is the security certification and accreditation (C&A) status of the system?

The Department of State operates IVAMS and IVAMS-Web in accordance with information security requirements and procedures required by federal law and policy to ensure that information is appropriately secured. The Department has conducted a risk assessment of the system, identified appropriate security controls to protect against that risk, and implemented those controls. The Department performs monitoring, testing, and evaluation of security controls on a regular basis to ensure that the controls continue to work properly. In accordance with the Federal Information Security Management Act (FISMA) provision for the triennial recertification of this system, its most recent date of authorization to operate was August 2007.