U.S. Department of State
Privacy Impact Assessment Summary

TITLE: Independent Name Check (INK) System
April 26, 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 nature of the information collected by INK is listed in the table below.

Field	Description
Subject Information	
INK ID	The INK ID number assigned to the individual record. This is listed below the top pane, to identify the information as belonging to the selected record.
Surname	The surname of the subject on the selected record.
Given Name	The given name of the subject on the selected record.
Date of Birth	The birth date of the subject on the selected record.
Place of Birth	The place of birth of the subject on the selected record.
Nationality	The nationality of the subject on the selected record.
Gender	The gender of the subject on the selected record.
National ID	The national ID of the subject on the selected record.
Passport #	The passport number of the subject on the selected record.
Alias Surname	All alias surnames attributed to the subject on the selected record.
Alias Given Name	All alias given names attributed to the subject on the selected record.
Address details	Various details of residence address
Telephone numbers	Various home and occupational phone numbers
Occupation	Subject's occupation
Occupational details	Address of workplace; address of employer
Lookout	The lookout code attached to the lookout record.
Date	The date the lookout was placed.
User ID	The user ID of the person who placed the lookout.
Short Comment	The short comment of the lookout.
Status	The status of the lookout.
Long Comments	The long comments attached to the selected record.

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

The INK application is used to gather adequate information on foreign nationals for whom the consulate wants to conduct a name search or place a lookout. The application may also contain information on foreign nationals who were previously refused a visa and for whom the consulate needs to scan documents to support the case refusal.

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

The information will be used to supply information for namecheck and clearance requests as well as lookouts associated with the subject. The results associated with the namecheck and clearance request will help the reviewer determine if lookout or refusal information exist in the namecheck and clearance database for the subject. The information associated with a lookout record also allows the consulate or post to add lookout information about the subject which is ultimately transmitted to a namecheck system.

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

No direct access to this system's data is shared with, or available to, other federal agencies.

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).

Information is provided voluntarily by individuals applying for visas.

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

- Windows and application level identification and authentication mechanisms
- Windows and Oracle level access control lists
- Application level authentication and levels of privilege.
- End-user training
- Security training, including annual refresher courses
- Operating system, database, and application level security scanning

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)?

Data can be retrieved by key word searches such as subject's name, INK ID, namecheck user ID and a few other identification numbers.