

U.S. Department of State Privacy Impact Assessment Summary

**TITLE: International Parent-Child Abduction Web Access
May 2, 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).**

Sources of information relevant to Children Issue cases are as follows: state and federal law enforcement; the Department, including CA and other bureaus; members of Congress; foreign governments via Dip Notes; Foreign Central Authorities under the Hague Convention; state and federal courts; state and federal agencies, as well as interested parties, including the left-behind parent and his/her attorney and NGOs non-profit agencies; foreign courts; foreign government agencies and ministries; and occasionally, a foreign NGO.

Types of information collected are as follows: Upon opening and updating subject information, Department employees with access to IPCA Web would be listed as contacts in the IPCA Web case and include employees' contact information.

The public (left-behind parent (LBP) or attorney of record) will provide information relevant to parental-child abductions, such as name/date and place of birth (DPOB); visa information if available; foreign and U.S. passport information for child, LBP, and taking parent (TP); and specific location/contact information of relevant subjects, including LBP, missing child, the TP, attorney of record, circumstances of abduction, and law enforcement contact information.

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

The information collected is for the management and tracking of international abduction and potential abduction cases, including their related subjects, action items, legal proceedings, documents, and notes.

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

The information will be used by CA/OCS/CI (Children's Issues) to help return abducted children and prevent international abductions.

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

Application access is by CA/OCS/CI approved non-DOS entities, such as Department of Homeland Security (DHS) and the Federal Bureau of Investigation (FBI).

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).

Case related information is given voluntarily by the LBP and/or attorneys associated with the record.

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

At a high-level, the following controls are in place to secure IPCA Web information:

- Windows and application level identification and authentication mechanisms
- Windows and application 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
- Audit trails track the last changes made by the last user to access the system

For a detailed description of the management, operational, and technical controls in place to protect data retained in IPCA Web, refer to the IPCA Web 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)?

Data retrieval search for an individual subject, including LBP, TP and abducted child, is based upon the file/case name and/or OCS case/file number, and by subject's surname and/or given name.