

**Overseas Private Investment Corporation
Privacy Impact Assessment (PIA)**

Overview

Date of this Submission: September 12, 2006

System Owner: Lena Paulsen, Director, Security and Administrative Services

Department: Office of the Chief Financial Officer / Security and Administrative Services

Title of system or information collection: Visitor Registration Form

Is this system or information collection new or is an existing one being modified? No

Does this system collect, maintain, and/or disseminate information in identifiable form (IIF) about members of the public? Yes

Identifying Numbers (Use N/A, where appropriate)

Unique Project Identifier Number: 184-20-02-00-01-4200-00-404-139

System of Records Number: N/A

OMB Information Collection Approval Number and Expiration Date: N/A

Other Identifying Number(s): N/A

Description

1. Describe what information is to be collected (e.g., nature and source).

The Visitor Registration Form enables OPIC to permit access to its facilities by visitors. The visitor registration form contains each visitor's name, his/her appointment date and time, and the name and phone number of the OPIC sponsor, all of which are entered into the system by OPIC employees or contractors. IIF contained in the Form includes the visitor's name.

2. Explain why the information is being collected.

The information is being collected to enable OPIC to permit access to its facilities by visitors. The IIF is used by OPIC and its contracted security guards solely for the purpose of identifying visitors to enable them access to OPIC's facilities. For security reasons, only registered visitors may access OPIC's facilities. Individuals who are not OPIC employees, contractors, or registered visitors are not allowed access to OPIC's facilities.

3. Describe the intended use of the information, and explain how the data collected are the minimum necessary to accomplish the purpose for this effort.

When an OPIC employee or contractor enters a visitor's name into the electronic visitor registration form, which is located on OPIC's Intranet site, email notices are sent to OPIC's security staff (including OPIC's contracted security guards) and receptionist notifying them that the visitor is expected on a given date and time.

The IIF contained on the form contains the minimum necessary data to confirm that individuals requesting access to OPIC's space are confirmed/registered visitors. The visitor registration process is one that enables OPIC to provide physical security for its facilities and staff.

4. Identify with whom the agency will share the collected information.

The information is maintained for OPIC use. IIF is shared with contracted security staff and receptionist in their role in implementing OPIC's visitor policy and procedures.

5. Describe any opportunities individuals have to decline to provide information (i.e., where providing information is voluntary), or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.

OPIC employees and/or contractors enter the information onto a web form via OPIC's Intranet site. Employees and contractors are notified at the point of information collection that the purpose of the information is to carry out OPIC's visitor registration procedures. They are also informed of the purposes and uses of the information, and the mandatory nature of the information collection, via OPIC's Security Directive and Handbook. If they intend to visit OPIC, there is no opportunity on the part of subjects to decline to provide the information since the information collection is required in order to access to OPIC's facilities. There is no general opportunity to consent to particular uses of information because the information contained in the system is used for the sole purpose stated herein.

6. Describe how the information will be secured (e.g., administrative and technological controls).

Access is restricted by physical and computer-based access controls. The Form is submitted via a secure, web-based form on OPIC's Intranet web site. The system that houses visitor data is secured within OPIC's local area network, which is in compliance with administrative, technical, and physical security controls commensurate with its level of sensitivity. Access to the supporting database from within OPIC is strictly limited to employees on a need-to-know basis based on security privileges (username and password). All data are safeguarded in accordance with applicable government-wide guidelines and OPIC's Information Systems Security Program.

7. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing *Privacy Act* system of records notice under which the records will be maintained.

No Privacy Act system of records is required for this information collection.

8. Describe the choices the agency made regarding this IT system or collection of information as a result of performing the PIA.

Because the system and information collection were in operation at the time the PIA was conducted, OPIC made no choices regarding the IT system or the information collection as a result of performing the PIA. Additionally, OPIC implemented no post-implementation changes to its systems or information collection procedures as a result of performing the PIA.