U.S. Consumer Product Safety Commission PRIVACY IMPACT ASSESSMENT				
Name of Project:	Visitor Registration			
Office/Directorate:	EXIT/ITTS			
A. CONTACT INFORMATION				
Person completing PIA: (Name, title, organization and ext.)	Terry Bard, Director, EXIT/ITTS 301.504.7700			
System Owner: (Name, title, organization and ext.)	Terry Bard, Director, EXIT/ITTS 301.504.7700			
System Manager: (Name, title, organization and ext.)	Ming Zhu, Chief, Application Development Branch 301.504.7517			
B. APPROVING OFFICIALS	**Signature**	**Approve**	**Disapprove**	**Date**
System Owner	**Terry Bard** Terry Bard	X		3/11/10
Privacy Advocate	Linda Glatz, ITPP			
Chief Information Security Officer	Patrick Manley, ITTS	X		3/11/10
Senior Agency Official for Privacy **System of Record?** ____Yes ✓ No	~~Mary James~~, Director, ITPP Chad Tompkins	X		3/11/10
Reviewing Official:	Patrick D. Weddle, AED, EXIT	X		3/16/10
C. SYSTEM APPLICATION/GENERAL INFORMATION				
1. Does this system contain any personal information about individuals? (If there is **NO** information collected, maintained, or used that is identifiable to the individual, the remainder of PIA does not have to be completed.)	Yes			
2. Is this an electronic system?	Yes			

D. DATA IN THE SYSTEM	
1. **What categories of individuals are covered in the system?** (public, employees, contractors)	Public, Employees, Contractors
2. **Generally describe what data/information will be collected in the system.**	First Name, Last Name, Organization, date of visit, sponsor of visitor (federal employees only), and an alternate contact for the visit
3. **Is the source of the information from the individual or is it taken from another source? If not directly from individual, then what other source?**	CPSC federal employees manually enter the data into the system. Contractors are prohibited.
4. **How will data be checked for completeness?**	The security guard verifies the information entered into the system against a photo ID presented by the visitor when they are signing into the building
5. **Is the data current?** (What steps or procedures are taken to ensure the data is current and not out-of-date?)	The data is static and not kept current
6. **Are the data elements described in detail and documented?** (If yes, what is the name and location of the document?)	No
E. ATTRIBUTES OF THE DATA	
1. **Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed?**	The system provides a way for staff to register guest into the building. When the guest arrives, the guard verifies their identity and prints a visitor's badge. The badge has their first and last name, affiliation if entered, and the sponsoring employee
2. **For electronic systems, if the data is being consolidated, what controls are in place to protect the data from unauthorized access or use? Explain.**	All transactions conducted by administrators and developers on the database are logged. This includes who is accessing the data and when.
3. **How will the data be retrieved? Can it be retrieved by a personal identifier? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**	The application serves up the employee's meetings as they entered them. The application does not allow the user to perform a search by any attribute
4. **What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?**	None. They must be entered into the system to gain access to CPSC's controlled space.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. **What are the retention periods of data in this system?**	Data in this system has not been scheduled and will be kept indefinitely.
2. **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**	Procedures do not exist at this time.
3. **For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**	No
4. **For electronic systems only, what**	Network Access Controls limit access to the data. All transactions conducted by

controls will be used to prevent unauthorized monitoring?	administrators and developers on the database are logged. This includes who is accessing the data and when
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	No
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	N/A
G. ACCESS TO DATA	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	System administrators and developers have global access to all data. Users are able to see data they entered up to the point that they delete it. Once they do they cannot retrieve data from the database
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	Each user receives annual Privacy training.
3. Who is responsible for assuring proper use of the data?	IT Administrators, Supervisors, and the employee
4. Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? Are contractors involved in the collection of the data? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?	No
5. Do other systems share data or have access to the data in the system? If yes, explain. Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?	No
6. Will other agencies share data or have access to the data in this system? If yes, how will the data be used by the other agency?	No
7. Will any of the personally identifiable information be accessed remotely or physically removed?	No