Privacy Impact Assessment
of the
Visitor Registration System

Program or application name.

Visitor Registration System

System Owner.

Board of Governors of the Federal Reserve System (Board)

Contact information.

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Description of the IT system

The Visitor Registration System is a web-based application used by the Board to register, screen and manage visitors to buildings and other locations owned or leased by the Board.

1. **Information concerning individuals that is being collected and/or maintained.**

The following categories of records are maintained in the Visitor Registration System:

   a. Visitor's name
   b. Date of birth;
   c. Social security number or passport number and country of issue;
   d. Organization or agency;
   e. Board employee visited;
   f. Purpose of visit;
   g. Date and time of meeting or visit; or
   h. E-mail addresses of designated visitors.

2. **Source(s) of each category of information listed in item 1.**

The personally identifiable information listed in item 1 is obtained from the individual seeking to register as a visitor. While Board users are primarily responsible for inputting personal information about visitors into the Visitor Registration System, the System does provide certain designated visitors the option, under certain circumstances, to directly enter their personal information into the system.

3. **Purposes for which the information is being collected**

The personally identifiable information on potential visitors is collected to enable Board staff to register, screen and manage visitors to Board facilities. The Visitor Registration System provides Board staff with the capability to approve or disapprove a visitor's admission to the Board's premises, administer and update visitor registrations including flexible searching, report generation, and sign in/sign out features. The Visitor Registration System also enables Board staff to maintain a record of visitors' entrances and exits to and from Board facilities and to keep track of when visitors were at the Board. The information will be stored for a period up to two years and may be re-used to allow for subsequent screening of any repeat visitors.

4. Who will have access to the information.

Access to data maintained in the Visitor Registration System by a user within the Board is limited to authorized employees who have a need for the information for official business purposes. Certain information, such as visitor's name, organization or agency, Board employee visited and purpose of visit, date and time of meeting or visit, may be subject to disclosure under the Freedom of Information Act. In addition, all information in the system may be disclosed for enforcement, statutory and regulatory purposes; to another agency or a Federal Reserve Bank; to a member of Congress; to the Department of Justice, a court, an adjudicative body or administrative tribunal, or a party in litigation; to contractors, agents, and others; where security or confidentiality has been compromised. Information is also disclosed to appropriate federal, state, local, or foreign agencies where disclosure is reasonably necessary to determine whether an individual intending to visit the Board poses a security risk.

5. Whether the individuals to whom the information pertains will have an opportunity to decline to provide the information or consent to particular uses of the information (other than required or authorized uses).

Individuals who intend to register as visitors and gain access to a building maintained by the Board do not have an opportunity to decline to provide the information or consent to particular uses of the information.

6. Procedure(s) for ensuring that the information maintained is accurate, complete and up-to-date.

As previously discussed, information in the Visitor Registration System is gathered directly from the individual seeking to register as a visitor. There are measures in place for certain criteria to verify the information entered is in the correct format, such as Social Security Number (xxx-xx-xxxx).

7. The length of time the identifiable information will be retained and how it will be purged.

All records in the Visitor Registration System are retained for two years after the visitor's final entry to the Board or two years after date

of document, as appropriate.

8. The administrative and technological procedures used to secure the information against unauthorized access.

Only potential users with a legitimate business need are granted approval for access to the Visitor Registration System. Access to records is limited, through the use of access controls, to those whose official duties require it and accessibility is linked to the users M1 ID. All information is stored and transmitted in a secure manner using strong encryption technology. The Visitor Registration System conforms to Federal Information Security Management Act and Board authentication requirements applicable to mobile applications and data. This technology ensures that only the authorized user or system administrator has access to the Visitor Registration System.

9. Whether a new system of records under the Privacy Act be created. (If the data is retrieved by name, unique number, or other identifier assigned to an individual, then a Privacy Act system of records may be created).

A Privacy Act system of records already exists for the Visitor Registration System (BGFRS – 32).

Reviewed:

(signed) Elaine Boutilier   01/10/2008

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Chief Privacy Officer   Date

(signed) Maureen Hannan   01/25/2008

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Chief Information Officer   Date