



## Commodity Futures Trading Commission Privacy Impact Assessment

**System Name:** Visitor Information System

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### I. Data in the System

#### 1. Generally describe what information will be collected in the system.

Information will include data from identification provided by visitors to the CFTC, which may be in the form of a driver's license, passport, or Federal/Military ID. The company affiliation of the visitor will also be requested. Other information contained within the system includes the name and phone number of the person being visited, location of the visit, time of entry, purpose of the visit, and the number of the badge issued to the visitor.

#### 2. What are the sources and types of the information in the system?

Sources include driver's license, passport, or Federal/Military ID as well as information on company affiliation, location of the visit, and the purpose of the visit, collected from either the visitor or the employee sponsoring the visit. The time of entry is recorded by the receptionist and the number of the badge is generated by the visitor software system.

#### 3. How will the information be used by the Commission?

Information will be used to track visitors to the CFTC.

#### **4. Why is the information being collected? (Purpose)**

To enhance the security of CFTC employees and property by verifying the identity of visitors, to verify that visitors entering the property are authorized to do so, and to track the date, time and location of visitors so that, in the event of any emergency, the agency can account for all people in its space.

#### **II. Access to the Data**

##### **1a. Who will have access to the information in the system (internal and external parties)?**

The CFTC receptionists and the Director and Deputy Director, Office of Management Operation.

##### **1b. If contractors, are the Federal Acquisition Regulations (FAR) clauses included in the contract (24.104 Contract clauses; 52.224-1 Privacy Act Notification; and 52.224-2 Privacy Act)?**

No contractors will have access to the information.

##### **2. What controls are in place to prevent the misuse of the information by those having authorized access?**

General Privacy Act prohibitions on the use of the information for other than the agency's general routine uses and the routine use of this information to track visitors.

##### **3. Do other systems share the information or have access to the information in this system? If yes, explain who will be responsible for protecting the privacy rights of the individuals affected by the interface? (i.e., System Administrators, System Developers, System Managers)**

No other systems share this information. The system is a stand alone system which is not connected the agency network.

##### **4. Will other agencies share data or have access to data in this system?**

No

##### **5. Do individuals have the opportunity to decline to provide information or to consent to particular uses of the information? If yes, how is notice given to the individual? (Privacy policies must clearly explain where the collection or sharing of certain information may be optional and provide users a mechanism to assert any preference to withhold information or prohibit secondary use.)**

Yes. However, visitors may be denied access to the CFTC office space when declining to provide information.

### **III. Attributes of the Information**

**1. Explain how the use of the information is both relevant and necessary to the purpose for which the system is being designed.**

The information collected will be used to produce a visitor badge and to verify identity.

**2. How will data be retrieved? Can it be retrieved by personal identifier? If yes, explain. (A personal identifier is a name, Social Security Number, or other identifying symbol assigned to an individual, i.e., any identifier unique to an individual.)**

In general, data will be retrieved by date; however, the system has the ability to retrieve by personal identifier (name) or company affiliation.

### **IV. Maintenance of Administrative Controls**

**1. Has a record control schedule been issued for the records in the system? If so, provide the schedule number. What are the retention periods for records in this system? What are the procedures for destroying the records at the end of the retention period?**

No, the records are not covered by a record control schedule. Records will be purged 90 days after the date of the visit by automatic deletion of the records or, in the case of paper reports produced from the system, by shredding 90 days after the date of the visit.

**2. While the information is retained in the system, what are the requirements for determining if the information is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?**

Information in the system comes directly from the identification provided and is not changed after the initial entry.

**3. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**

Yes, the system will provide the capability to identify individuals and to determine their location during the time of their visit.

**4. Under which System of Records Notice (SORN) does the system operate? Provide the name of the system and its SORN number, if applicable.**

This is a new system that will be identified as CFTC-43.