



Privacy and Civil Liberties Impact Assessment
for the
Treasury Worker and Visitor Entry System (TWAVES)
February 22, 2018

Reviewing Official

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Section 1: Introduction

It is the policy of the Department of the Treasury (“Treasury” or “Department”) and its Bureaus to conduct a Privacy and Civil Liberties Impact Assessment (“PCLIA”) when [personally identifiable information](#) (“PII”) is maintained in a system or by a project. PCLIA’s are required for all systems and projects that collect, maintain, or disseminate [PII](#), regardless of the manner in which the information is retrieved.

This assessment is being completed pursuant to Section 208 of the [E-Government Act of 2002](#) (“E-Gov Act”), 44 U.S.C. § 3501, Office of the Management and Budget (“OMB”) Memorandum 03-22, “[OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002](#),” and Treasury Directive 25-07, “[Privacy and Civil Liberties Impact Assessment \(PCLIA\)](#),” which requires Treasury Offices and Bureaus to conduct a PCLIA before:

1. developing or procuring [information technology](#) (“IT”) systems or projects that collect, maintain or disseminate [PII](#) from or about members of the public, or
2. initiating a new collection of information that: a) will be collected, maintained, or disseminated using [IT](#); and b) includes any [PII](#) permitting the physical or online contacting of a specific individual, if identical questions have been posed to, or identical reporting requirements imposed on, 10 or more persons. Agencies, instrumentalities, or employees of the federal government are not included.

This PCLIA provides the following information regarding the system or project:

- (1) an overview of its purpose and functions;
- (2) a description of the information collected;
- (3) a description of the how information is maintained, used, and shared;
- (4) an assessment of whether the system or project is in compliance with federal requirements that support information privacy; and
- (5) an overview of the redress/complaint procedures available to individuals who may be affected by the use or sharing of information by the system or project.

This is the first time a PCLIA has been conducted for the Treasury Worker and Visitor Entry System (TWAVES). It is a new information system.

Section 2: Definitions

Agency – means any entity that falls within the definition of the term “executive agency” as defined in 31 U.S.C. § 102.

Certifying Official – The Bureau Privacy and Civil Liberties Officer(s) who certify that all requirements in TD and TD P 25-07 have been completed so a PCLIA can be reviewed and approved by the Treasury Deputy Assistant Secretary for Privacy, Transparency, and Records.

Collect (including “collection”) – means the retrieval, receipt, gathering, or acquisition of any PII and its storage or presence in a Treasury system. This term should be given its broadest possible meaning.

Contractors and service providers – are private companies that provide goods or services under a contract with the Department of the Treasury or one of its bureaus. This includes, but is not limited to, information providers, information processors, and other organizations providing information system development, information technology services, and other outsourced applications.

Data mining – means a program involving pattern-based queries, searches, or other analyses of 1 or more electronic databases, where – (a) a department or agency of the federal government, or a non-federal entity acting on behalf of the federal government, is conducting the queries, searches, or other analyses to discover or locate a predictive pattern or anomaly indicative of terrorist or criminal activity on the part of any individual or individuals; (b) the queries, searches, or other analyses are not subject-based and do not use personal identifiers of a specific individual, or inputs associated with a specific individual or group of individuals, to retrieve information from the database or databases; and (c) the purpose of the queries, searches, or other analyses is not solely – (i) the detection of fraud, waste, or abuse in a government agency or program; or (ii) the security of a government computer system.

Disclosure – When it is clear from its usage that the term “disclosure” refers to records provided to the public in response to a request under the Freedom of Information Act (5 U.S.C. § 552, “FOIA”) or the Privacy Act (5 U.S.C. § 552a), its application should be limited in that manner. Otherwise, the term should be interpreted as synonymous with the terms “sharing” and “dissemination” as defined in this manual.

Dissemination – as used in this manual, is synonymous with the terms “sharing” and “disclosure” (unless it is clear from the context that the use of the term “disclosure” refers to a FOIA/Privacy Act disclosure).

E-Government – means the use of digital technologies to transform government operations to improve effectiveness, efficiency, and service delivery.

Federal information system – means a discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information owned or under the control of a federal agency, whether automated or manual.

Final Rule – After the NPRM comment period closes, the agency reviews and analyzes the comments received (if any). The agency has the option to proceed with the rulemaking as proposed, issue a new or modified proposal, or withdraw the proposal before reaching its final decision. The agency can also revise the supporting analyses contained in the NPRM (e.g., to address a concern raised by a member of the public in response to the NPRM).

Government information – means information created, collected, used, maintained, processed, disseminated, or disposed of by or for the federal government.

Individual – means a citizen of the United States or an alien lawfully admitted for permanent residence. If a question does not specifically inquire about or an issue does not clearly involve a [Privacy Act system of records](#), the term should be given its common, everyday meaning. In certain contexts, the term individual may also include citizens of other countries who are covered by the terms of an international or other agreement that involves information stored in the system or used by the project.

Information – means any representation of knowledge such as facts, data, or opinions in any medium or form, regardless of its physical form or characteristics. This term should be given the broadest possible meaning. This term includes, but is not limited to, information contained in a [Privacy Act system of records](#).

Information technology (IT) – means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency, if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use: (i) of that equipment; or (ii) of that equipment to a significant extent in the performance of a service or the furnishing of a product. It includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support

services), and related resources; but does not include any equipment acquired by a federal contractor incidental to a federal contract. Clinger-Cohen Act of 1996, 40 U.S.C. § 11101(6).

Major Information system – embraces “large” and “sensitive” information systems and means “a system or project that requires special management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant role in the administration of agency programs, finances, property, or other resources.” OMB Circular A-130, § 6.u. This definition includes all systems that contain [PII](#) and are rated as “MODERATE or HIGH impact” under Federal Information Processing Standard 199.

National Security systems – a telecommunications or information system operated by the federal government, the function, operation or use of which involves: (1) intelligence activities, (2) cryptologic activities related to national security, (3) command and control of military forces, (4) equipment that is an integral part of a weapon or weapons systems, or (5) systems critical to the direct fulfillment of military or intelligence missions, but does not include systems used for routine administrative and business applications, such as payroll, finance, logistics, and personnel management. Clinger-Cohen Act of 1996, 40 U.S.C. § 11103.

Notice of Proposed Rule Making (NPRM) – the Privacy Act (Section (J) and (k)) allow agencies to use the rulemaking process to exempt particular systems of records from some of the requirements in the Act. This process is often referred to as “notice-and-comment rulemaking.” The agency publishes an NPRM to notify the public that the agency is proposing a rule and provides an opportunity for the public to comment on the proposal before the agency can issue a final rule.

Personally Identifiable Information (PII) –any information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Privacy and Civil Liberties Impact Assessment (PCLIA) – a PCLIA is:

- (1) a *process* conducted to: (a) identify privacy and civil liberties risks in systems, programs, and other activities that maintain [PII](#); (b) ensure that information systems, programs, and other activities comply with legal, regulatory, and policy requirements; (c) analyze the privacy and civil liberties risks identified; (d) identify remedies, protections, and alternative or additional privacy controls necessary to mitigate those risks; and (e) provide notice to the public of privacy and civil liberties protection practices.
- (2) a *document* that catalogues the outcome of that privacy and civil liberties risk assessment process.

Protected Information – as the term is used in this PCLIA, has the same definition given to that term in TD 25-10, Section 4.

Privacy Act Record – any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, the individual’s education, financial transactions, medical history, and criminal or employment history and that contains the individual’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph. 5 U.S.C. § 552a (a)(4).

Reviewing Official – The Deputy Assistant Secretary for Privacy, Transparency, and Records who reviews and approves all PCLIA as part of her/his duties as a direct report to the Treasury Senior Agency Official for Privacy.

Routine Use – with respect to the disclosure of a record outside of Treasury (i.e., external sharing), the sharing of such record for a purpose which is compatible with the purpose for which it was collected 5 U.S.C. § 552a(a)(7).

Sharing – any Treasury initiated distribution of information to government employees or agency contractors or grantees, including intra- or inter-agency transfers or exchanges of Treasury information, regardless of whether it is covered by the Privacy Act. It does not include responses to requests for agency records under FOIA or the Privacy Act. It is synonymous with the term “dissemination” as used in this assessment. It is also synonymous with the

term “disclosure” as used in this assessment unless it is clear from the context in which the term is used that it refers to disclosure to the public in response to a request for agency records under FOIA or the Privacy Act.

System – as the term used in this manual, includes both federal information systems and information technology.

System of Records – a group of any records under the control of Treasury from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. 5 U.S.C. § 552a (a)(5).

System of Records Notice – Each agency that maintains a system of records shall publish in the *Federal Register* upon establishment or revision a notice of the existence and character of the system of records, which notice shall include: (A) the name and location of the system; (B) the categories of individuals on whom records are maintained in the system; (C) the categories of records maintained in the system; (D) each routine use of the records contained in the system, including the categories of users and the purpose of such use; (E) the policies and practices of the agency regarding storage, retrievability, access controls, retention, and disposal of the records; (F) the title and business address of the agency official who is responsible for the system of records; (G) the agency procedures whereby an individual can be notified at her/his request if the system of records contains a record pertaining to him; (H) the agency procedures whereby an individual can be notified at her/his request how she/he can gain access to any record pertaining to him contained in the system of records, and how she/he can contest its content; and (I) the categories of sources of records in the system. 5 U.S.C. § 552a (e)(4).

System Owner – Official responsible for the overall procurement, development, integration, modification, or operation and maintenance of a system.

Section 3: System Overview

Section 3.1: System/Project Description and Purpose

This PCLIA covers the Treasury Worker and Visitor Entry System (TWAVES). TWAVES is the Treasury system used to collect information from prospective Treasury visitors so the United States Secret Service (USSS) can conduct a background check before the visitor is allowed access to the Main Treasury Building or the Freedman’s Bank (Annex) Building (collectively, “Main Treasury”). The Main Treasury Building and Annex are next door to and diagonally across the street from the White House, respectively. Because of its proximity to the White House, the USSS must clear prospective visitors before they enter Main Treasury.

The Treasury visitor approval process involves three different systems.

1. The Workers and Visitors Entry System (WAVES).

The USSS uses WAVES to obtain and process information required to clear prospective visitors to the White House (including the old and new Executive Office buildings) or Main Treasury.

2. The Treasury WAVES Request System (TWRS).

TWRS is the existing portal into which Treasury employees directly input prospective Main Treasury visitors’ data into USSS WAVES. The term “Treasury” in the name of the system reflects the location of the direct portal into WAVES, but WAVES and TWRS are actually operated by USSS. Prior to creation of TWAVES, Treasury employees collected and manually input or uploaded spreadsheets into TWRS containing the information USSS requires from prospective visitors. The new process will reduce the handling of Main Treasury visitors’ PII by

Treasury employees because it will allow prospective visitors to input their own data into a public-facing Treasury website for direct transfer to USSS WAVES via TWRS.

3. The Treasury Worker and Visitor Entry System (TWAVES).

TWAVES supports the mission of the Department by facilitating public access to Main Treasury while ensuring the safety and security of Treasury employees and other occupants of the building, as well as sensitive Treasury information to which adversaries might seek access. TWAVES is the system that Treasury will use to allow prospective visitors' to input their own information into a Treasury portal for automatic delivery to USSS via TWRS for USSS review.

Treasury maintains two portals within TWAVES to process and deliver requests to USSS for review: (1) the Internal TWAVES Portal (to which only Treasury employees have access); and (2) the External TWAVES Portal (a website that members access to input their information required by USSS). Therefore, TWAVES is one information system that has two separate places (portals) within TWAVES where data can be input, but both portals (Internal and External TWAVES) are part of the same system. Both TWAVES portals collect personally identifiable information (PII) to conduct background checks for prospective visitors to Main Treasury. USSS also uses this PII to authenticate visitors after they receive access approval and arrive for a meeting or event at Main Treasury.

The visitor approval process begins when the Treasury employee responsible for setting up an appointment obtains the name and email address of a prospective Main Treasury visitor. Treasury employees receive the prospective visitor's name and email address via email, text, or telephone. In some cases, the Treasury employee searches and retrieves the prospective visitor's emails to retrieve the name and email address needed to generate a Main Treasury access request. The Treasury employee then uses the name and email address to create a visitor record and initiates the appointment request via the Internal TWAVES Portal. This TWAVES Portal then generates and sends an automatic email to the prospective visitor with a unique link to the External TWAVES portal (public-facing website).

INTERNAL TWAVES PORTAL SUMMARY	
	• ONLY TREASURY EMPLOYEES HAVE ACCESS
	• TREASURY EMPLOYEE RECEIVES PROSPECTIVE VISITOR'S NAME AND EMAIL ADDRESS VIA EMAIL (BUT COULD SOMETIMES ALSO BE VIA TELEPHONE OR TEXT). IN SOME CASES, THE TREASURY EMPLOYEE WILL NEED TO SEARCH FOR THE EMAIL ADDRESS TO RETRIEVE THE EMAIL AND ITS CONTENTS BY SEARCHING FOR THE NAME OR EMAIL ADDRESS
	• TREASURY EMPLOYEE INPUTS VISITOR'S NAME AND EMAIL ADDRESS INTO INTERNAL TWAVES
	• INTERNAL TWAVES AUTOMATICALLY SENDS AN EMAIL TO THE PROSPECTIVE VISITOR WITH A LINK TO EXTERNAL TWAVES WHERE THEY WILL INPUT THEIR OWN INFORMATION

When the visitor receives the automated email from the Internal TWAVES Portal and opens the link, they access the External TWAVES Portal where they are prompted to provide the information USSS requires (first name, last name, Social Security number, and date of birth) to conduct a background investigation. Every 5 seconds, TWRS uses a relay server (a device that

routes information between two servers) to remove all information input into the external TWAVES portal. Therefore, with the exception of the visitor's name and email address (retained for 30 days to ensure that multiple/repeated requests are not submitted for the same person), all information input into the External TWAVES Portal is removed from that system within 5 seconds of completion of the form by a prospective visitor and is sent to USSS (via TWRS). Treasury never sees the prospective visitor's information while it is in the External TWAVES Portal. After the prospective visitor submits their information via the External TWAVES portal, TWAVES generates an email notification to the Treasury email account of the employee who started the appointment process. This email only contains the name of the prospective visitor and notice that they completed the USSS form in the External TWAVES Portal.

EXTERNAL TWAVES PORTAL SUMMARY	
•	PROSPECTIVE MAIN TREASURY VISITORS HAVE ACCESS
•	PROSPECTIVE VISITOR ENTERS ALL INFORMATION REQUIRED BY USSS INTO THIS PORTAL
•	EVERY FIVE SECONDS, THE USSS TWRS SYSTEM SWEEPS ALL DATA OUT OF THE EXTERNAL TWAVES PORTAL AND UPLOADS IT TO THE USSS WAVES SYSTEM
•	TREASURY EMPLOYEES NEVER SEE THE DATA SUBMITTED BY THE PROSPECTIVE VISITOR
•	ANY RETRIEVAL OF THE VISITOR INFORMATION INPUT INTO EXTERNAL TWAVES BY A PERSONAL IDENTIFIER HAPPENS IN USSS WAVES, NOT IN A TREASURY SYSTEM

After USSS receives a prospective visitor's request for access, USSS runs clearance checks using the information in WAVES. While waiting for USSS to make a determination, the Treasury employee who set up the appointment can access TWRS at any time to check on the status of a request. After USSS makes a final decision, TWRS generates an automatic email and sends it to the Treasury employee who set up the appointment. If the visitor is granted access, no more steps are taken within the system until the visitors arrives for the scheduled Treasury meeting or event. If USSS rejects the request, the Treasury employee may instruct the prospective visitor that they have the option to resubmit their information via the external TWAVES portal.

This PCLIA only covers the internal and external TWAVES portals and the information Treasury inputs into and receives from TWRS (the direct interface with USSS WAVES).

Estimated Number of Individuals Whose Personally Identifiable Information is Maintained in the System or by the Project		
<input checked="" type="checkbox"/> 0 – 999	<input type="checkbox"/> 1,000 – 9,999	<input type="checkbox"/> 10,000 – 99,999
<input type="checkbox"/> 100,000 – 499,999	<input type="checkbox"/> 500,000 – 999,999	<input type="checkbox"/> 1,000,000+

Section 3.2: Authority to Collect

- 5 U.S.C. 301 - Department regulations for the operations of the department, conduct of employees, distribution and performance of its business, the custody, use, and preservation of its records, papers, and property.
- 31 U.S.C. 321 - General authorities of the Secretary establish the mission of the Department of the Treasury.
- Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons* (1943) (requiring the federal government to use the SSN when creating accounts for individual persons),

- Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers* (amending EO 9397 to rescind the requirement that federal agencies exclusively use the SSN, thus allowing agencies to opt to use other identifiers when feasible).
- 18 U.S.C. 3056A(3), establishes a “permanent police force” under the USSS Uniformed Division, and provides the USSS authority to protect the Treasury Building and grounds.

Section 4.1: Relevant and Necessary

The [Privacy Act](#) requires “each agency that maintains a [system of records](#) [to] maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be fulfilled by statute or by executive order of the President.” 5 U.S.C. § 552a (e)(1). It allows federal agencies to exempt records from certain requirements (including the relevant and necessary requirement) under certain conditions 5 U.S.C. §552a (k). The proposed exemption must be described in a [Notice of Proposed Rulemaking](#) (“NPRM”). In the context of the Privacy Act, the purpose of the NPRM is to give the public notice of a Privacy Act exemption claimed for a system of records and solicit public opinion on the proposed exemption. After addressing any public concerns raised in response to the NPRM, the agency must issue a [Final Rule](#). It is possible for some, but not all, of the [records](#) maintained in the system or by the project to be exempted from the [Privacy Act](#) through the [NPRM/Final Rule](#) process.

[Section 4.1\(a\)](#) Please check all of the following that are true:

1. ☐ None of the [PII](#) maintained in the system or by the project is part of a [Privacy Act system of records](#);
2. ☒ All of the [PII](#) maintained in the system or by the project is part of a [system of records](#) and none of it is exempt from the [Privacy Act](#) relevant and necessary requirement;
3. ☐ All of the [PII](#) maintained in the system or by the project is part of a [system of records](#) and all of it is exempt from the [Privacy Act](#) relevant and necessary requirement;
4. ☐ Some, but not all, of the [PII](#) maintained in the system or by the project is part of a [system of records](#) and the records to which the [Privacy Act](#) applies are exempt from the relevant and necessary requirement; and
☐ Some, but not all, of the [PII](#) maintained in the system or by the project is part of a [system of records](#) and none of the records to which the [Privacy Act](#) applies are exempt from the relevant and necessary requirement.

[Section 4.1\(b\)](#) ☒ Yes ☐ No ☐ N/A With respect to [PII](#) maintained in the system or by the project that is subject to the [Privacy Act's](#) relevant and necessary requirement, was an assessment conducted prior to collection (e.g., during [Paperwork Reduction Act](#) analysis) to determine which [PII](#) types (see [Section 4.2](#) below) were relevant and necessary to meet the system's or project's mission requirements?

[Section 4.1\(c\)](#) ☐ Yes ☐ No ☒ N/A With respect to [PII](#) currently maintained in the system or by the project that is subject to the [Privacy Act's](#) relevant and necessary requirement, is the [PII](#) limited to only that which is relevant and necessary to meet the system's or project's mission requirements?

[Section 4.1\(d\)](#) ☐ Yes ☐ No ☒ N/A With respect to [PII](#) maintained in the system or by the project that is subject to the [Privacy Act's](#) relevant and necessary requirement, is there a process to continuously reevaluate and ensure that the [PII](#) remains relevant and necessary?

Treasury does not control the process for vetting prospective Main Treasury visitors. The United States Secret Service (USSS) determined the PII it requires to conduct a background check so it can determine whether a prospective visitor will be allowed access to Main Treasury. USSS requires particular data for each prospective Main Treasury visitor. Treasury does not conduct the initial, current, or continuous evaluation of the relevance and necessity of collecting PII to allow USSS vetting. The PII USSS requires is limited. Therefore, Treasury has no reason to doubt that the information required is only that which is required to vet prospective visitors. The only additional PII that Treasury requires is the individual's email address. The email address (the visitor may give a business or personal email address) is relevant and necessary so the

Internal TWAVES Portal can generate an email message to the prospective visitor with the link to the External TWAVES Portal. With the exception of the visitor's email address, Treasury limits its collection of PII to that which USSS determined is relevant and necessary to vet visitors. Treasury employees do not seek to obtain any additional PII from prospective visitors that is not required by USSS.

Section 4.2: PII and/or information types or groupings

To perform their various missions, federal agencies must necessarily collect various types of information. The checked boxes below represent the types of information maintained in the system or by the project. Information identified below is used by the system or project to fulfill the purpose stated in [Section 3.3](#) – Authority to Collect.

Biographical/General Information		
<input checked="" type="checkbox"/> Name (First and Last)	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Group/Organization Membership
<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/> Race	<input type="checkbox"/> Military Service Information
<input type="checkbox"/> Home Physical/Postal Mailing Address	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Personal Home Phone or Fax Number
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Personal Cell Number	<input type="checkbox"/> Alias (including nickname)
<input type="checkbox"/> Business Physical/Postal Mailing Address	<input type="checkbox"/> Business Cell Number	<input type="checkbox"/> Business Phone or Fax Number
<input checked="" type="checkbox"/> Personal e-mail address	<input type="checkbox"/> Nationality	<input type="checkbox"/> Mother's Maiden Name
<input checked="" type="checkbox"/> Business e-mail address	<input checked="" type="checkbox"/> Country of Birth	<input type="checkbox"/> Spouse Information
<input type="checkbox"/> Personal Financial Information (including loan information)	<input type="checkbox"/> City or County of Birth	<input type="checkbox"/> Children Information
<input type="checkbox"/> Business Financial Information (including loan information)	<input type="checkbox"/> Immigration Status	<input type="checkbox"/> Information about other relatives.
<input type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> Citizenship	<input type="checkbox"/> Professional/personal references or other information about an individual's friends, associates or acquaintances.
<input type="checkbox"/> Religion/Religious Preference	<input type="checkbox"/> Device settings or preferences (e.g., security level, sharing options, ringtones).	<input type="checkbox"/> Global Positioning System (GPS)/Location Data
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> User names, avatars etc.	<input type="checkbox"/> Secure Digital (SD) Card or Other Data stored on a card or other technology
<input type="checkbox"/> Cell tower records (e.g., logs, user location, time etc.)	<input type="checkbox"/> Network communications data	<input type="checkbox"/> Cubical or office number
<input type="checkbox"/> Contact lists and directories (known to contain personal information)	<input type="checkbox"/> Contact lists and directories (not known to contain personal information, but uncertain)	<input type="checkbox"/> Contact lists and directories (known to contain only business information)
<input type="checkbox"/> Education Information	<input type="checkbox"/> Resume or curriculum vitae	<input type="checkbox"/> Other (please describe)
<input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Other (please describe):

Identifying Numbers	
<input checked="" type="checkbox"/> Full Social Security number	<input type="checkbox"/> Health Plan Beneficiary Number

<input type="checkbox"/> Truncated/Partial Social Security number (e.g., last 4 digits)	<input type="checkbox"/> Alien Registration Number
<input type="checkbox"/> Personal Taxpayer Identification Number	<input type="checkbox"/> Business Taxpayer Identification Number (If known: <input type="checkbox"/> sole proprietor; <input type="checkbox"/> non-sole proprietor)
<input type="checkbox"/> Personal Credit Card Number	<input type="checkbox"/> Business Credit Card Number (If known: <input type="checkbox"/> sole proprietor; <input type="checkbox"/> non-sole proprietor)
<input type="checkbox"/> Personal Vehicle Identification Number	<input type="checkbox"/> Business Vehicle Identification Number (If known: <input type="checkbox"/> sole proprietor; <input type="checkbox"/> non-sole proprietor)
<input type="checkbox"/> Personal License Plate Number	<input type="checkbox"/> Business License Plate Number (If known: <input type="checkbox"/> sole proprietor; <input type="checkbox"/> non-sole proprietor)
<input type="checkbox"/> File/Case ID Number (individual)	<input type="checkbox"/> File/Case ID Number (business) (If known: <input type="checkbox"/> sole proprietor; <input type="checkbox"/> non-sole proprietor)
<input type="checkbox"/> Personal Professional License Number	<input type="checkbox"/> Business Professional License Number (If known: <input type="checkbox"/> sole proprietor; <input type="checkbox"/> non-sole proprietor)
<input type="checkbox"/> Employee Identification Number	<input type="checkbox"/> Patient ID Number
<input type="checkbox"/> Business Bank Account Number	<input type="checkbox"/> Personal Bank Account Number
<input type="checkbox"/> Commercially obtained internet navigation/purchasing habits of individuals	<input type="checkbox"/> Government obtained internet navigation/purchasing habits of individuals
<input type="checkbox"/> Business License Plate Number (non-sole-proprietor)	<input type="checkbox"/> Driver's License Number
<input type="checkbox"/> Personal device identifiers or serial numbers	<input type="checkbox"/> Other Identifying Numbers (please describe): _____
<input type="checkbox"/> Passport Number and Passport information (including full name, passport number, DOB, POB, sex, nationality, issuing country photograph and signature) (use "Other" if some but not all elements are collected)	<input type="checkbox"/> Other Identifying Numbers (please describe): _____

Medical/Emergency Information Regarding Individuals		
<input type="checkbox"/> Medical/Health Information	<input type="checkbox"/> Worker's Compensation Act Information	<input type="checkbox"/> Patient ID Number
<input type="checkbox"/> Mental Health Information	<input type="checkbox"/> Disability Information	<input type="checkbox"/> Emergency Contact Information (e.g., a third party to contact in case of emergency)
<input type="checkbox"/> Other (please describe): _____		

Biometrics/Distinguishing Features/Characteristics of Individuals		
<input type="checkbox"/> Physical description/ characteristics (e.g., hair, eye color, weight, height, sex, gender etc.)	<input type="checkbox"/> Signatures	<input type="checkbox"/> Vascular scans
<input type="checkbox"/> Fingerprints	<input type="checkbox"/> Photos	<input type="checkbox"/> Retina/Iris Scans
<input type="checkbox"/> Palm prints	<input type="checkbox"/> Video	<input type="checkbox"/> Dental Profile
<input type="checkbox"/> Voice audio recording	<input type="checkbox"/> Scars, marks, tattoos	<input type="checkbox"/> DNA Sample or Profile
<input type="checkbox"/> Other (please describe): _____	<input type="checkbox"/> Other (please describe): _____	<input type="checkbox"/> Other (please describe): _____

Specific Information/File Types

<input type="checkbox"/> Taxpayer Information/Tax Return Information	<input type="checkbox"/> Law Enforcement Information	<input type="checkbox"/> Security Clearance/Background Check Information
<input type="checkbox"/> Civil/Criminal History Information/Police Records (government source)	<input type="checkbox"/> Credit History Information (government source)	<input type="checkbox"/> Bank Secrecy Act Information
<input type="checkbox"/> Civil/Criminal History Information/Police Records (commercial source)	<input type="checkbox"/> Credit History Information (commercial source)	<input type="checkbox"/> National Security/Classified Information
<input type="checkbox"/> Protected Information (as defined in Treasury Directive 25-10)	<input type="checkbox"/> Case files	<input type="checkbox"/> Personnel Files
<input type="checkbox"/> Information provided under a confidentiality agreement	<input type="checkbox"/> Information subject to the terms of an international or other agreement	<input type="checkbox"/> Other (please describe): _____

Audit Log and Security Monitoring Information		
<input type="checkbox"/> User ID assigned to or generated by a user of Treasury IT	<input type="checkbox"/> Date and time an individual accesses a facility, system, or other IT	<input type="checkbox"/> Files accessed by a user of Treasury IT (e.g., web navigation habits)
<input type="checkbox"/> Passwords generated by or assigned to a user of Treasury IT	<input type="checkbox"/> Internet or other queries run by a user of Treasury IT	<input type="checkbox"/> Contents of files accessed by a user of Treasury IT
<input type="checkbox"/> Biometric information used to access Treasury facilities or IT	<input type="checkbox"/> Video of individuals derived from security cameras	<input type="checkbox"/> Public Key Information (PKI).
<input type="checkbox"/> Information revealing an individual's presence in a particular location as derived from security token/key fob, employee identification card scanners or other IT or devices	<input type="checkbox"/> Still photos of individuals derived from security cameras.	<input type="checkbox"/> Internet Protocol (IP) Address
<input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Other (please describe): _____

Section 4.3: Sources of information and the method and manner of collection

Prospective Main Treasury Visitors
Specific <u>PII</u> identified in <u>Section 4.2</u> that was acquired from this source: All data is collected from this source.
Manner in which information is acquired from source by the Treasury project/system: (select all that apply):
<input checked="" type="checkbox"/> From a paper or electronic form provided to individuals, the public or members of a particular group Name, (First, Middle, Last), Date of Birth, SSN, citizenship. country of birth, and gender
<input type="checkbox"/> Received in paper format other than a form.
<input type="checkbox"/> Delivered to the project on disk or other portable device and uploaded to the system.
<input type="checkbox"/> Accessed and downloaded or otherwise acquired via the internet

<input checked="" type="checkbox"/> Email: Name and address only.
<input type="checkbox"/> Scanned documents uploaded to the system.
<input type="checkbox"/> Bulk transfer
<input type="checkbox"/> Extracted from particular technology (e.g., radio frequency identification data (RFID) devices, video or photographic cameras, biometric collection devices).
<input type="checkbox"/> Fax
<input type="checkbox"/> Extracted from notes of a phone interview or face to face contact

Section 4.4: Privacy and/or civil liberties risks related to collection

Notice of Authority, Principal Uses, Routine Uses, and Effect of not Providing Information

When Federal agencies use a form to obtain information from an individual that will be maintained in a [system of records](#), they must inform the individual of the following: “(A) the authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary; (B) the principal purpose or purposes for which the information is intended to be used; (C) the routine uses which may be made of the information as published pursuant to paragraph (4)(D) of this subsection; and (D) the effects on her/him, if any, of not providing all or any part of the requested information.” 5 U.S.C § 522a(e)(3).

Section 4.4(a) ☒ Yes ☐ No Is any of the [PII](#) maintained in the system or by the project collected directly from an individual?

Section 4.4(b) ☒ Yes ☐ No ☐ N/A Was the information collected from the individual using a form (paper or electronic)?

Section 4.4(c) ☒ Yes ☐ No ☐ N/A If the answer to Section 4.4(b) was “yes,” was the individual notified (on the form in which the [PII](#) was collected or on a separate form that can be retained by the individual) about the following at the point where the information was collected (e.g., in a form; on a website).

- ☒ The authority (whether granted by statute, or by Executive order of the President) which authorizes the solicitation of the information.
- ☒ Whether disclosure of such information is mandatory or voluntary.
- ☒ The principal purpose or purposes for which the information is intended to be used.
- ☒ The individuals or organizations outside of Treasury with whom the information may be/ will be shared.
- ☒ The effects on the individual, if any, if they decide not to provide all or any part of the requested information.

No personally identifiable information (including name or email address) should ever be collected from a prospective visitor without first providing to them orally or in writing the full contents of the . . . Privacy Act Statement.

Use of Social Security Numbers

Social Security numbers (“SSN”) are commonly used by identity thieves to commit fraudulent acts against individuals. The SSN is one data element that has the ability to harm the individual and requires more protection when used. Therefore, and in an effort to reduce risk to individuals and federal agencies, OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, (May 22, 2007) required agencies to reduce the use of SSNs in agency systems and programs and to identify instances in which the collection is superfluous. In addition, OMB mandated agencies to explore alternatives to agency use of SSNs as personal identifiers for Federal employees and members of the public.

In addition, the [Privacy Act](#) provides that: “It shall be unlawful for any Federal, State or local government agency to deny to any individual any right, benefit, or privilege provided by law because of such individual’s refusal to disclose his social security account number.” Pub. L. No. 93–579, § 7. This provision does not apply to: (1) any disclosure which is required by federal statute; or (2) any disclosure of an SSN to any federal, state, or local agency maintaining a [system of records](#) in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual. *Id.* at § 7(a)(2)(A)-(B).

[Section 4.4\(d\)](#) ☒ Yes ☐ No ☐ N/A Does the system or project maintain SSNs?

[Section 4.4\(e\)](#) ☐ Yes ☒ No ☐ N/A Are there any alternatives to the SSNs as a personal identifier? If yes, please provide a narrative explaining why other alternatives to identify individuals will not be used.

[Section 4.4\(f\)](#) ☒ Yes ☐ No ☐ N/A Will individuals be denied any right, benefit, or privilege provided by law because of such individual's refusal to disclose their SSN? If yes, please check the applicable box::

- ☒ SSN disclosure is required by Federal statute or Executive Order. ; or
- ☐ the SSN is disclosed to any Federal, state, or local agency maintaining a [system of records](#) in existence and operating before January 1, 1975, and disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual. *If checked, please provide the name of the system of records in the space provided below;*

[Section 4.4\(g\)](#) ☐ Yes ☐ No ☒ N/A When the SSN is collected, are individuals given notice whether disclosure is mandatory or voluntary, the legal authority such number is solicited, and what uses will be made of it? *If yes,*

The USSS, not Treasury, requires the collection of Social Security numbers (SSNs). The SSN is only maintained in the External TWAVES Portal for five seconds or less before it is removed by TWRS and sent to USSS WAVES. The USSS requires each prospective visitor's SSN to reduce the risk that adverse information found during a background check is associated with the visitor by mistake (thus resulting in an adverse determination by USSS that affects the visitor's Main Treasury access request). For example, derogatory information (i.e., information indicating that the individual presents a risk if access is allowed) with respect to someone with the same name as the prospective visitor could result in rejection of the visitor's access request. In some cases (e.g., where the SSN is available with the derogatory information), the SSN allows USSS to determine that derogatory information is actually associated with the visitor or someone else. Its collection, therefore, protects the individual in some circumstances, but may also protect the safety of Treasury and White House employees (as well as structures and sensitive information) in other circumstances by positively identifying derogatory information with the individual, resulting in denial of access.

First Amendment Activities

The [Privacy Act](#) provides that Federal agencies “maintain no record describing how any individual exercises rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained or unless pertinent to and within the scope of an authorized law enforcement activity.” 5 U.S.C. § 552a(e)(7).

[Section 4.4\(h\)](#) ☐ Yes ☒ No Does the system or project maintain any information describing how an individual exercises their rights guaranteed by the First Amendment?

[Section 4.4\(h\)](#) If the system or project maintains information describing how an individual exercises their rights guaranteed by the First Amendment, do any of the following exceptions apply (the information may be maintained if any of the exceptions apply)?

☒ N/A (system or project does not maintain any information describing how an individual exercises their rights guaranteed by the First Amendment so no exceptions are needed)

- ☐ The individual about whom the information was collected or maintained expressly authorizes its collection/maintenance.
- ☐ The information maintained is pertinent to and within the scope of an authorized law enforcement activity.
- ☐ There is a statute that expressly authorizes its collection.
- ☐ N/A, the system or project does not maintain any information describing how any individual exercises their rights guaranteed by the First Amendment.

The system/project does not maintain any information describing how any individual exercises their rights guaranteed by the First Amendment. Therefore, no privacy or civil liberties risks were identified in responding to this section.

Section 5: Maintenance, use, and sharing of the information

The following sections require a clear description of the system’s or project’s use of information.

Section 5.1: Describe how and why the system or project uses the information it collects and maintains

Please describe all of the uses of the information types and groupings collected and maintained by the system or project (see [Section 4.2](#)), including a discussion of why the information is used for this purpose and how it relates to the mission of the bureau or office that owns the system.

The information collected via the TWAVES portals is used for the following purposes: to submit and process Main Treasury appointment requests and to create records to allow the USSS to initiate the necessary security checks to grant physical visitor access to Main Treasury. This supports the Department’s mission by facilitating public access to Treasury facilities while maintaining the necessary physical and information security requirements.

As discussed in Section 4.2, Treasury employees who are responsible for setting up meetings or events obtain names and email addresses from prospective visitors so the Treasury employee can create a visitor record and initiate the appointment request in the Internal TWAVES Portal. The Internal TWAVES Portal then generates a unique link to the External TWAVES Portal that is sent to the prospective visitor. After the prospective visitor enters their data in the External TWAVES Portal, the information is swept out of the portal (within five seconds) and delivered to USSS WAVES via the TWRS portal. After the information enters

USSS WAVES, Treasury's only role in the approval process is to provide additional information if requested and wait for the results.

Names and email addresses are used to facilitate contact between the appointee and the appointment owner to provide updates to appointment status. If a visitor request is rejected, the system generates an email only to the Treasury employee who started the appointment process. The Treasury employee may then choose to resubmit (restart the process) a request and start the process over. If a visitor request is approved, TWAVES will generate an email to both the appointment owner and the visitor.

Names (first, last, and middle) are also used in coordination with date of birth, Social Security number, country of birth, gender, and citizenship status for the purpose of performing necessary security background checks on prospective visitors. All data elements other than name and email address are maintained solely by USSS in WAVES. USSS purges all PII with respect to a request thirty days after the date of the visit or 30 days after USSS denies access. Treasury employees are instructed in the TWAVES rules of behavior to delete all names and email addresses within 30 days as well.

Collecting Information Directly from the Individual When Using it to Make Adverse Determinations About Them

The [Privacy Act](#) requires that Federal agencies “collect information to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual’s rights, benefits, and privileges under Federal programs.” 5 U.S.C. § 552a(e)(2).

Section 5.1(a) ☐ Yes ☒ No Is it possible that the information maintained in the system or by the project may be used by Treasury to make an adverse determination about an individual’s rights, benefits, and privileges under federal programs (e.g., decisions about whether the individual will receive a financial benefit, get a clearance or access to a Treasury facility, obtain employment with Treasury)?

Section 5.1(b) ☒ Yes ☐ No Is it possible that Treasury will share information maintained in the system or by the project with a third party external to the Department that will use the information to make an adverse determination about an individual’s rights, benefits, and privileges under federal programs?

Section 5.1(c) ☒ Yes ☐ No ☐ N/A If information could potentially be used to make an adverse determination about an individual’s rights, benefits, and privileges under federal programs, does the system or project collect information (to the greatest extent practicable) directly from the individual?

Treasury collects the information directly from the individual (the prospective visitor). The information collected in the External TWAVES Portal is only shared with USSS to enable USSS to make Main Treasury access determinations. The decision to allow or deny access to Treasury facilities based on the PII collected is the sole responsibility of the USSS.

Data Mining

As required by Section 804 of the [Implementing the 9/11 Commission Recommendations Act of 2007](#) (“9-11 Commission Act”), Treasury reports annually to Congress on its data mining activities. For a comprehensive overview of Treasury’s data mining activities, please review the Department’s Annual Privacy reports available at: <http://www.treasury.gov/privacy/annual-reports>.

Section 5.1(d) ☐ Yes ☒ No Is information maintained in the system or by the project used to conduct “data-mining” activities as that term is defined in the [Implementing the 9-11 Commission Act](#)?

No data-mining activities are conducted using the information in the internal and external TWAVES portals. Therefore, no privacy or civil liberties risks were identified in response to this section.

Section 5.2: Ensuring accuracy, completeness, and timeliness of information collected, maintained, and shared

Exemption from Accuracy, Relevance, Timeliness, and Completeness Requirements

The [Privacy Act](#) requires that Federal agencies “maintain all records which are used by the agency in making any determination about any individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination.” 5 U.S.C § 552a(e)(5). If a particular [system of records](#) meets certain requirements (including the [NPRM](#) process defined in Section 2 above), an agency may exempt the [system of records](#) (or a portion of the records) from this requirement.

Section 5.2(a) ☐ Yes ☒ No Is all or any portion of the information maintained in the system or by the project: (a) part of a [system of records](#) and (b) exempt from the accuracy, relevance, timeliness, and completeness requirements in sections (e)(5) of the [Privacy Act](#)?

No exemptions are claimed from the accuracy, relevance, timeliness, or completeness requirements. Therefore, no privacy or civil liberties issues were identified with respect to this section.

Computer Matching

The Computer Matching and Privacy Protection Act of 1988 amended the [Privacy Act](#) imposing additional requirements when [Privacy Act systems of records](#) are used in computer matching programs.

Pursuant to the [Privacy Act](#), as amended, there are two distinct types of matching programs. The first type of matching program involves the computerized comparison of two or more automated federal personnel or payroll [systems of records](#) or a system of federal personnel or payroll records with non-federal records. This type of matching program may be conducted for any purpose. The second type of matching program involves the computerized comparison of two or more automated [systems of records](#) or a [system of records](#) with non-federal records. The purpose of this type of matching program must be for the purpose of eligibility determinations or compliance requirements for applicants, recipients, beneficiaries, participants, or providers of services for payments or in-kind assistance under federal benefit programs, or recouping payments or delinquent debts under such federal benefit programs. See 5 U.S.C. § 522a(a)(8).

Matching programs must be conducted pursuant to a matching agreement between the source and recipient agencies. The matching agreement describes the purpose and procedures of the matching **and** establishes protections for matching records.

Section 5.2(b) ☐ Yes ☒ No Is any of the information maintained in the system or by the project (a) part of a [system of records](#) and (b) used as part of a matching program?

Section 5.2(c) ☐ Yes ☐ No ☒ N/A Is there a matching agreement in place that contains the information required by Section (o) of the [Privacy Act](#)?

[Section 5.2\(d\)](#) ☐ Yes ☐ No ☒ N/A Are assessments made regarding the accuracy of the records that will be used in the matching program?

[Section 5.2\(e\)](#) ☐ Yes ☐ No ☒ N/A Does the bureau or office that owns the system or project independently verify the information, provide the individual notice and an opportunity to contest the findings, or obtain Data Integrity Board approval in accordance with Section (p) of the [Privacy Act](#) before taking adverse action against the individual?

The information maintained in the internal and external TWAVES portals is not used as part of a matching program. Therefore, no privacy or civil liberties risks were identified in response to this section.

Ensuring Fairness in Making Adverse Determinations About Individuals

Federal agencies are required to “maintain all records which are used by the agency in making any determination about any individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination.” 5 U.S.C. § 552a(e)(5). This requirement also applies when merging records from two or more sources where the merged records are used by the agency to make any determination about any individual.

[Section 5.2\(f\)](#) ☒ Yes ☐ No With respect to the information maintained in the system or by the project, are steps taken to ensure all information used to make a determination about an individual is maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination?

Treasury does not have the ability to fix incorrect information that the visitor inputs into the External TWAVES Portal. When the prospective visitor opens the link in the email generated by the Internal TWAVES Portal, they receive the following notice: “Please note that your prospective visitor request could be delayed if the information submitted for approval is incomplete or incorrect. Please verify all data entered before submitting each request.” If incorrect information is provided, the appointment owner has the option to cancel the record and create a new record with the correct information.

Merging Information About Individuals

[Section 5.2\(g\)](#) ☐ Yes ☒ No Is information maintained in the system or by the project merged with electronic or non-electronic information from internal or external sources (e.g., other files or systems)?

[Section 5.2\(h\)](#) ☐ Yes ☐ No ☒ N/A Once merged, is the information used in making determinations about individuals (e.g., decisions about whether the individual will receive a financial benefit or payment, get a clearance or access to a Treasury facility, obtain employment with Treasury, etc.)?

[Section 5.2\(i\)](#) ☐ Yes ☐ No ☒ N/A Are there documented policies or procedures for how information is merged?

[Section 5.2\(j\)](#) ☐ Yes ☐ No ☒ N/A Do the documented policies or procedures address how to proceed when partial matches (where some, but not all of the information being merged matches a particular individual) are discovered after the information is merged?

[Section 5.2\(k\)](#) ☒ Yes ☐ No ☐ N/A If information maintained in the system or by the project is used to make a determination about an individual, are steps taken to ensure the accuracy, relevance, timeliness, and completeness of the information as is reasonably necessary to assure fairness to the individual?

No merging is done in TWAVES. Treasury does not know whether any merging is done in USSS WAVES because it is not a Treasury system. Therefore, no privacy or civil liberties risks were identified with respect to TWAVES in responding to this section.

Policies and Standard Operating Procedures or Technical Solutions Designed to Ensure Information Accuracy, Completeness, and Timeliness

Section 5.2(l) ☒ Yes ☐ No ☐ N/A If information maintained in the system or by the project is used to make any determination about an individual (even if it is an exempt [system of records](#)), are there documented policies or standard operating procedures for the system or project that address the accuracy, completeness, and timeliness of the information?

Section 5.2(m) ☒ Yes ☐ No Does the system or project use any software or other technical solutions designed to improve the accuracy, completeness, and timeliness of the information used to make an adverse determination about an individual's rights, benefits, and/or privileges (regardless of if it is an exempt [system of records](#))?

The TWAVES system employs instructions via landing page to ensure the accuracy, relevance, timeliness and completeness of PII.

Treasury employees are warned to verify accuracy via the following text on the landing page (before they enter the Internal TWAVES Portal): "Visitor requests should be submitted 24 hours in advance of an appointment. If your prospective visitor is a foreign national, please submit their information at least 72 hours in advance of the scheduled meeting. Your prospective visitor request could be delayed if the information submitted for approval is incomplete or incorrect, so please verify all data entered before submitting each request."

Under the old system, Treasury employees collected all USSS required information from prospective visitors via email and manually input the information into the TWRS interface with USSS WAVES. This occasionally resulted in data input errors that affected the accuracy of the information used by USSS to make determinations, thus delaying the approval process. The revised process is also subject to the possibility of inaccurate data input by the prospective visitor, but the likelihood is reduced by allowing visitors to input their own information and warning them that failure to review their information in the External TWAVES Portal before submitting the request could delay USSS approval.

Accuracy, Completeness, and Timeliness of Information Received from the Source

Section 5.2(n) ☐ Yes ☒ No Did Treasury or the bureau receive any guarantee, assurance, or other information from any information source(s) regarding the accuracy, timeliness and completeness of the information maintained in the system or by the project?

Treasury does not receive any express guarantees from prospective visitors regarding the accuracy of the data they input into the External TWAVES Portal, but the individual is warned to ensure the accuracy of their information before they submit their request to USSS. The prospective visitor can also resubmit their request if the USSS finds the information to be inaccurate and, therefore, denies the request.

Disseminating Notice of Corrections of or Amendments to PII

Section 5.2(o) ☐ Yes ☒ No ☐ N/A Where feasible and appropriate, is there a process in place for disseminating corrections of or amendments to the [PII](#) maintained in the system or by the project to all internal and external information-sharing partners?

Section 5.2(p) ☐ Yes ☐ No ☒ N/A Where feasible and appropriate, does the process for disseminating corrections or amendments include notifying the individual whose information is corrected or amended?

All of the PII collected in both TWAVES portals is provided voluntarily. If the information is inaccurate or incomplete, the appointment request may be delayed or cancelled. In the event that inaccurate information

causes USSS to deny access, the prospective visitor has the option to resubmit the request via the External TWAVES Portal (provided enough time remains before the proposed visit).

Section 5.3: Information sharing within the Department of the Treasury

Internal Information Sharing

Section 5.3(a) ☐ Yes ☒ No Is [PII](#) maintained in the system or by the project shared with other Treasury bureaus?

Section 5.3(b) ☒ Yes ☐ No Does the Treasury bureau or office that receives the [PII](#) limit access to those Treasury officers and employees who have a need for the [PII](#) in the performance of their official duties (i.e., those who have a “need to know”)?

The information is not shared internally and is destroyed 30 days after the visit or final denial of a request. No privacy and civil liberties risks were identified because information entered into TWAVES can only be accessed by those who have appropriate logon credentials.

Memorandum of Understanding/Other Agreements Limiting Treasury’s Internal Use/Disclosure of PII

Section 5.3(c) ☐ Yes ☐ No ☒ N/A Is any of the [PII](#) maintained in the system or by the project subject to the requirements of a Memorandum of Understanding or other agreement (e.g., agreement with another federal or state agency that provided the information to the Treasury or subject to an international agreement or treaty) that limits or places conditions on Treasury’s internal use, maintenance, handling, or disclosure of the [PII](#)?

There are no MOUs limiting Treasury’s use of the information in the system. Therefore, no privacy or civil liberties issues were identified in response to this section.

Internal Information Sharing

There is no internal disclosure of information from the system to other Treasury bureaus and offices. Therefore, no privacy or civil liberties were identified in responding to this section.

Section 5.4: Information sharing with external (i.e., outside Treasury) organizations and individuals

External Information Sharing

Section 5.4(a) ☐ Yes ☒ No Is [PII](#) maintained in the system or by the project shared with agencies, organizations, or individuals external to Treasury?

The External TWAVES Portal is used to collect PII required by USSS to conduct background checks. USSS TWRS automatically removes the visitor information from the External TWAVES Portal every five seconds. In effect, the automated removal of this information is an external disclosure and is accounted for in the routine uses for the applicable SORN.

Accounting of Disclosures

Section 5.4(b) ☐ Yes ☒ No ☐ N/A With respect to [records](#) maintained in the system or by the project that are subject to the [Privacy Act](#), do you maintain a paper or electronic log or other record of the date, nature, and purpose of each disclosure (not including intra-agency disclosures and FOIA disclosures) of a record to any person or to another agency (outside of Treasury) and the name and address of the person or agency to whom the disclosure is made? See 5 U.S.C § 552a(c).

Section 5.4(c) ☒ Yes ☐ No ☐ N/A If you do not keep a running tabulation of every disclosure at the time it is made, are you able to reconstruct an accurate and complete accounting of disclosures so as to be able to respond to [Privacy Act](#) requests in a timely fashion?

Section 5.4(d) ☐ Yes ☐ No ☒ N/A With respect to [records](#) maintained in the system or by the project that are subject to the [Privacy Act](#), do you retain the log or other record of the date, nature, and purpose of each disclosure, for at least five years or the life of the record, whichever is longer, after the disclosure for which the accounting is made?

Section 5.4(e) ☐ Yes ☒ No ☐ N/A With respect to [records](#) maintained in the system or by the project that are subject to the [Privacy Act](#), does your bureau or office exempt the [system of records](#) (as allowed by the [Privacy Act](#) in certain circumstances) from the requirement to make the accounting available to the individual named in the record?

Section 5.4(f) ☐ Yes ☐ No ☒ N/A With respect to [records](#) maintained in the system or by the project that are subject to the [Privacy Act](#), does your bureau or office exempt the [system of records](#) (as allowed by the [Privacy Act](#) in certain circumstances) from the requirement to inform any person or other agency about any correction or notation of dispute made by the agency of any [record](#) that has been disclosed to the person or agency if an accounting of the disclosure was made?

The only personal identifiers collected and maintained by Treasury that are part of a Treasury system of records are the email addresses and the names of prospective visitors provide to Treasury employees to start the visitor approval process. These personal identifiers are maintained in Treasury employees' Treasury email boxes and are sometimes retrieved by a personal identifier (the email address or name of the prospective visitor).

The personal identifiers that prospective visitors input into the external TWAVES portal, on the other hand, are ingested by the USSS TWRS portal directly into USSS WAVES and are never accessible to or retrievable by Treasury employees. Therefore, they are not maintained in a Treasury system of records.

Treasury does not share externally (with USSS or anyone else) the names and email addresses collected and temporarily stored in the Internal TWAVES Portal to initiate the email to the prospective visitor with the link to the external TWAVES portal. The full name (first, middle, and last) of the individual is also collected directly from the prospective visitor in the External TWAVES Portal and is (within 5 seconds) delivered to USSS Waves via TWRS, but is not part of a Treasury system of records for the reasons stated above. Therefore, no accounting is required because none of the information that is maintained in a Treasury system of records (name and email address by and retrieved from Treasury email accounts) is shared outside of Treasury.

Statutory or Regulatory Restrictions on Disclosure

Section 5.4(g) ☐ Yes ☒ No In addition to the [Privacy Act](#), are there any other statutory or regulatory restrictions on the sharing of any of the PII maintained in the system or by the project (e.g., 26 U.S.C § 6103 for tax returns and return information)?

With the exception of the Privacy Act (which applies only to the names and email addresses Treasury employees collect and input into the Internal TWAVES Portal), there are no statutory or regulatory restrictions on the PII in the system. Treasury employees do not disclose outside of Treasury (i.e., externally) prospective visitor's names and email addresses collected and temporarily stored in and (sometimes) retrieved from their email boxes and the Internal TWAVES Portal. Therefore, no privacy or civil liberties risks were identified because none of the records to which the Privacy Act applies (name and email address by and retrieved from Treasury email accounts) is actually disclosed externally.

Memorandum of Understanding Related to External Sharing

Section 5.4(h) ☒ Yes ☐ No ☐ N/A Has Treasury (including bureaus and offices) executed a Memorandum of Understanding, or entered into any other type of agreement, with any external agencies, organizations, or individuals with which/whom it shares [PII](#) maintained in the system or by the project?

TWAVES maintains a Master Service Agreement with the company that hosts the application. This agreement details the services provided by host company. PII is not shared with the host company's personnel (see below). TWAVES shields its data from the host company by encrypting data both at rest and in transit. The host and its personnel cannot see the data processed by the application.

Memorandum of Understanding Limiting Treasury's Use or Disclosure of PII

Section 5.4(i) ☐ Yes ☒ No Is any of the [PII](#) maintained in the system or by the project subject to the requirements of a Memorandum of Understanding or other agreement (e.g., agreement with another federal or state agency, an international agreement or treaty, or contract with private vendor that provided the information to Treasury or one of its bureaus) that limits or places conditions on Treasury's internal use or external (i.e., outside Treasury) sharing of the [PII](#)?

None of the PII in the system is subject to the terms of an MOU that limits or places conditions on Treasury's internal or external use. Therefore, no privacy or civil liberties issues were identified in responding to this section.

Memorandum of Understanding Limiting External Party's Use or Disclosure of PII

Section 5.4(j) ☐ Yes ☒ No Is any of the [PII](#) maintained in the system or by the project subject to the requirements of a Memorandum of Understanding or other agreement in which Treasury limits or places conditions on an external party's use, maintenance, handling, or disclosure of [PII](#) shared by Treasury?

None of the PII in the system is subject to the terms of an MOU in which Treasury limits or places conditions on an external third party's use. Therefore, no privacy or civil liberties issues were identified in responding to this section.

External Information Sharing Chart

Section 5.4(k) ☐ Yes ☒ No Is information from the system or project shared externally?

External Recipient's Name	The United States Secret Service	N/A	N/A
Purpose of the Sharing PII Shared	Conducting background checks on prospective visitors to Main Treasury.	N/A	N/A
Content of Applicable Routine Use/Citation to the SORN	To the United States Secret Service (USSS) and the Executive Office of the President (EOP) to grant or deny access to individuals seeking access to Treasury facilities or cyber assets.	N/A	N/A
Applicable Statutory or Regulatory or Restrictions on Information Shared	N/A	N/A	N/A
Name and Description of Relevant MOUs or Other Agreements Containing Sharing Restrictions Imposed on Treasury by an External Source or Source/Originating Agency (including description of restrictions imposed on use, maintenance, and disclosure of PII)	N/A	N/A	N/A
Name and Description of Relevant MOUs or Other Agreements Containing Restrictions Imposed by Treasury on External	N/A	N/A	N/A

Sharing Partner (including description of restrictions imposed on use, maintenance, and disclosure of PII)			
Method(s) Used to Transfer PII (e.g., paper/ oral disclosures/magnetic disk/portable device/email fax/other (please describe if other))	Every 5 seconds, the USSS TWRS uses a relay server to extract all information input into the External TWAVES Portal. Therefore, all information input into external TWAVES is removed from that system within 5 seconds and is automatically sent to USSS (via TWRS).	N/A	N/A

Obtaining Consent Prior to New Disclosures Not Included in the SORN or Authorized by the Privacy Act

Section 5.4(d) ☐ Yes ☐ No ☒ N/A Is the individual's consent obtained, where feasible and appropriate, prior to any **new** disclosures of previously collected records in a [system of records](#) (those not expressly authorized by the [Privacy Act](#) or contained in the published [SORN](#) (e.g., in the routine uses))?

Names and email addresses collected in the Internal TWAVES Portal are not shared externally. Therefore, no consent is required. The information is destroyed within 30 days of the visit or denial of access.

Section 6: Compliance with federal information management requirements

Responses to the questions below address the practical, policy, and legal consequences of failing to comply with one or more of the following federal information management requirements (to the extent required) and how those risks were or are being mitigated: (1) the [Privacy Act System of Records Notice](#) Requirement; (2) the [Paperwork Reduction Act](#); (3) the [Federal Records Act](#); (4) the [E-Gov Act](#) security requirements; and (5) [Section 508 of the Rehabilitation Act of 1973](#).

Section 6.1: Privacy Act System of Records Notice (SORN)

For collections of [PII](#) that meet certain requirements, the [Privacy Act](#) requires that the agency publish a [SORN](#) in the *Federal Register*.

System of Records

Section 6.1(a) ☐ Yes ☒ No Does the system or project retrieve [records](#) about an individual using an identifying number, symbol, or other identifying particular assigned to the individual? (see items selected in [Section 4.2](#) above)

Section 6.1(b) ☒ Yes ☐ No ☐ N/A Was a [SORN](#) published in the *Federal Register* for this [system of records](#)?

The only personal identifiers collected and maintained by Treasury that are part of a Treasury system of records are the email addresses and the names of prospective visitors provide to Treasury employees to start the visitor approval process. These personal identifiers are temporarily maintained in Treasury employees'

Treasury email accounts and are sometimes retrieved by a personal identifier, the email address of the prospective visitor.

The personal identifiers that prospective visitors input into the external TWAVES portal (first name, last name, Social Security number, and date of birth), on the other hand, are ingested by the USSS TWRS portal directly into USSS WAVES and are never accessible to or retrievable by Treasury employees. Therefore, they are not maintained in a Treasury system of records.

USSS SORN DHS/USSS-004 Protection Information System, covers the USSS TWRS portal and USSS WAVES and has been published in the Federal Register. Treasury has no control over the use of information in the USSS WAVES system.

Section 6.2: The Paperwork Reduction Act

The [PRA](#) requires OMB approval before a Federal agency may collect standardized data from 10 or more respondents within a 12 month period. OMB requires agencies to conduct a PIA (a Treasury PCLIA) when initiating, consistent with the [PRA](#), a new electronic collection of PII for 10 or more persons (excluding agencies, instrumentalities, or employees of the federal government).

Paperwork Reduction Act Compliance

[Section 6.2\(a\)](#) ☐ Yes ☒ No Does the system or project maintain information obtained from individuals and organizations who are not federal personnel or an agency of the federal government (i.e., outside the federal government)?

[Section 6.2\(b\)](#) ☐ Yes ☐ No ☒ N/A Does the project or system involve a new collection of [information in identifiable form](#) for 10 or more persons from outside the federal government?

[Section 6.2\(c\)](#) ☐ Yes ☐ No ☒ N/A Did the project or system complete an Information Collection Request (“ICR”) and receive OMB approval?

Treasury is not the “sponsor” of the information collection activities conducted via this system and, for that reason, is not required to prepare an Information Collection Request.

Section 6.3: Records Management - NARA/Federal Records Act Requirements

Records retention schedules determine the maximum amount of time necessary to retain information in order to meet the needs of the project or system. Information is generally either disposed of or sent to the [NARA](#) for permanent retention upon expiration of this period.

NARA Records Retention Requirements

[Section 6.3\(a\)](#) ☒ Yes ☐ No Are the records used in the system or by the project covered by NARA’s General Records Schedules (“GRS”) or Treasury/bureau Specific Records Schedule (SRS)?

[Section 6.3\(b\)](#) ☒ Yes ☐ No Did NARA approved a retention schedule for the records maintained in the system or by the project?

[Section 6.3\(c\)](#) ☐ Yes ☐ No ☒ N/A If NARA did not approve a retention schedule for the records maintained in the system or by the project and the records are not covered by NARA’s GRS or Treasury/bureau SRS, has a draft retention schedule (approved by all applicable Treasury and/or Bureau officials) been developed for the records used in this project or system?

TWAVES's only purpose is to collect data on behalf of TWRS/WAVES, a system Treasury does not own or operate. These data consist of "intermediary records" that are governed by General Records Schedule (GRS) 5.2, item 020 and, accordingly, are destroyed after creation of the final document or file (in particular, the visitor request file that is established in the USSS TWRS/WAVES).

Treasury employees are instructed to delete any additional Treasury records that may have been created when collecting information from prospective visitors after notice is received from USSS that entry has been allowed or declined.

A limited set of data (visitor name and email address) are retained in Treasury's (TWAVES) system for a longer period (30 days), for the business purpose of minimizing duplicate visitor requests in the External TWAVES Portal (e.g., two visitor requests for the same visitor by two different Treasury employees involved in setting up the meeting).

Section 6.4: E-Government Act/NIST Compliance

The completion of Federal Information Security Management Act ("FISMA") Security Assessment & Authorization (SA&A) process is required before a federal information system may receive Authority to Operate ("ATO"). Different security requirements apply to National Security Systems.

Federal Information System Subject to FISMA Security Assessment and Authorization

Section 6.4(a) ☒ Yes ☐ No ☐ N/A Is the system a federal [information system](#) subject to FISMA requirements?

Section 6.4(b) ☒ Yes ☐ No ☐ N/A Has the system or project undergone a SA&A and received ATO?

Access Controls and Security Requirements

Section 6.4(c) ☒ Yes ☐ No Does the system or project include access controls to ensure limited access to information maintained by the system or project?

In accordance with the TWAVES System Security Plan and NIST 800-53 rev.4 requirements, the system develops, disseminates, and reviews an organizational Access Control Policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance to personnel with system level access to TWAVES.

User roles and responsibilities are documented in two sections: The roles and responsibilities identified are defined in accordance with the Department of the Treasury policy.

The policies are disseminated to all users of the TWAVES Application that have associated IT security roles and responsibilities; using a secured common collaboration site with notifications of new or updated security documentation being facilitated via email.

TWAVES develops, documents, and disseminates procedures to facilitate the implementation of the access control policy and associated access controls to personnel with system level access to the application. Access control policies and procedures are documented within Treasury's Access Control and Account Management Plan (AC-AMP); which is disseminated to all users of the TWAVES Application who have associated IT security roles and responsibilities via Treasury's SharePoint site.

Security Controls When Sharing Internally or Externally

[Section 6.4\(e\)](#) ☒ Yes ☐ No ☐ N/A Are all Treasury/bureau security requirements met in the method of transferring information (e.g., bulk transfer, direct access by recipient, portable disk, paper) from the Treasury project or system to internal or external parties?
All internal traffic within TWAVES is encrypted and adheres to FIPS 140-2 requirements (AES-128 or -256)

Monitoring of Individuals

[Section 6.4\(f\)](#) ☒ Yes ☐ No Will this system or project have the capability to identify, locate, and monitor individuals or groups of people?
Audit capabilities are performed by Cloud Service Provider (CSP) and adhere to NIST 800-53 rev 4 requirements to ensure proper use of the TWAVES system. Audit trails and logs are maintained by Salesforce. Alerts are sent via Treasury email to designated contacts. No audit information is maintained within TWAVES.

Audit Trails

[Section 6.4\(g\)](#) ☒ Yes ☐ No Are audit trails regularly reviewed for appropriate use, handling, and disclosure of [PII](#) maintained in the system or by the project inside or outside of the Department?
Audit capabilities are performed by the CSP and adhere to NIST 800-53 rev 4 requirements to ensure proper use of the TWAVES system. Audit trails and logs are maintained by the CSP. . Alerts are sent via Treasury email to designated contacts. No audit information is maintained within TWAVES.

[Section 6.5: Section 508 of the Rehabilitation Act of 1973](#)

When Federal agencies develop, procure, maintain, or use Electronic and Information Technology (“EIT”), [Section 508 of the Rehabilitation Act of 1973](#) (as amended in 1998) requires that individuals with disabilities (including federal employees) must have access and use (including privacy policies and directives as well as redress opportunities) that is comparable to that which is available to individuals who do not have disabilities.

Applicability of and Compliance With the Rehabilitation Act

[Section 6.5\(a\)](#) ☒ Yes ☐ No Will the project or system involve the development, procurement, maintenance or use of EIT as that term is defined in [Section 508 of the Rehabilitation Act of 1973](#) (as amended in 1998)?
[Section 6.5\(b\)](#) ☒ Yes ☐ No ☐ N/A Does the system or project comply with all [Section 508](#) requirements, thus ensuring that individuals with disabilities (including federal employees) have access and use (including access to privacy and civil liberties policies) that is comparable to that which is available to individuals who do not have disabilities?
TWAVES is accessible by both disabled and non-disabled users. The end user uses their own equipment which should be appropriately configured for their needs.

[Section 7: Redress](#)

Access Under the Freedom of Information Act and Privacy Act

[Section 7.0\(a\)](#) ☒ Yes ☐ No Does the agency have a published process in place by which individuals may seek records under the [Freedom of Information Act](#) and [Privacy Act](#)?
Treasury FOIA and Privacy Act disclosure regulations can be found at 31 C.F.R. Part 1, Subtitle A, Subparts A and C.

Privacy Act Access Exemption

[Section 7.0\(b\)](#) ☐ Yes ☒ No Was any of the information that is maintained in [system of records](#) and used in the system or project exempted from the access provisions of the [Privacy Act](#)?

None of the records in this system of records (the email address and name of the visitor) are exempt from the Privacy Act access requirements.

Additional Redress Mechanisms

[Section 7.0\(c\)](#) ☐ Yes ☒ No With respect to information maintained by the project or system (whether or not it is covered by the [Privacy Act](#)), does the bureau or office that owns the project or system have any additional mechanisms other than [Privacy Act](#) and FOIA remedies (e.g., a customer satisfaction unit; a complaint process) by which an individual may request access to and/or amendment of their information and/or contest adverse determinations about denial of their rights, benefits, and privileges under federal programs (e.g., decisions about whether the individual will receive a financial benefit, get a clearance or access to a Treasury facility, obtain employment with Treasury)?

If audit logs indicate cause for concern of improper use of TWAVES, users are allowed to explain their system usage before any adverse action is taken, as per Treasury policy.