



Privacy Impact Assessment of Visitor Registration System

This PIA updates and replaces the Board's Visitor Registration System PIA last dated January 25, 2008.

For Questions or Comments, please email: privacy.comments@frb.gov

Description of the IT system:

The Visitor Registration System (VRS) is a web-based application used by the Board of Governors of the Federal Reserve (Board) to register, screen, and manage visitors to Board owned and leased buildings. The VRS is separated into several user modules, each with its own access rights. These modules include General Access, Law Enforcement Officer (LEO), Workers and Visitor Entry System (WAVES), and Administrative (Admin). As used herein, a "visitor" is a person from outside the Board seeking to access Board premises, and a "registrant" is either a Board employee or contractor who registers a visitor to the Board within VRS. The information concerning individuals that is being collected and/or maintained:

1. The information concerning individuals that is being collected and/or maintained:

The following type of personally identifiable information (PII)¹ may be collected and maintained in VRS:

- a. Name,
- b. Date of birth,
- c. Social security number (US Citizens) or passport number and country of issuance (Foreign Citizens),
- d. Organization or agency,
- e. Board employee visiting,
- f. Purpose of visit,
- g. Date and time of meeting or visit,
- h. Email address of visitor (only if registered utilizing the email feature); and
- i. Names and dates of birth are collected from visiting minors.²

¹ PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. The Office of Management and Budget (OMB), OMB Circular A-130, *Managing Information as a Strategic Resource* (July 28, 2016).

² A minor child is defined as a Visitor whose age at the time of their visit is less than 18 years of age.

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

The information listed in item 1 may be obtained from one or more of the following sources:

- a. Visitors (including Board retirees and contractors), when they provide their own information using an emailed secure link to VRS,
- b. Registrants, when registering a person as a visitor,
- c. Federal Reserve Bank employees visiting a Board facility,
- d. Law enforcement systems (e.g. National Crime Information Center (NCIC)),
- e. The system maintains a restricted individuals list, who have previously been denied access to the Board and supporting comments, which may be derived from law enforcement or other sources.

While registrants are primarily responsible for entering PII about visitors into the VRS, registrants may also send the visitor an email with a secure link, allowing them to enter their PII directly into VRS.

3. Purposes for which the information is collected:

PII is collected to enable Board staff to register, screen, and manage visitors to Board facilities. VRS provides authorized Board users with the capability to approve or deny a visitor's admission to the Board's premises, administer and update visitor registrations, report generation (including the ability to search using a number of parameters, such as last name, date visited). VRS enables authorized Board users to maintain a record of when visitors enter and exit a Board building. In the event VRS is unavailable for use, Board law enforcement staff will use contingency procedures to collect and maintain the same information on a secured hardcopy log. These procedures consist of using paper logs to collect PII. When VRS is restored, WAVES personnel will then manually enter these visitors into VRS. Once this has occurred, the paper documents are destroyed.

4. Who will have access to the information:

Access to records maintained in the VRS (*listed in Section 1*) is limited to authorized users, including Board employees and contractors, with an official business purpose to access VRS information. VRS is composed of multiple modules, each with different levels of access based on a user's role.

The Board may share some information, in accordance with the law, with external entities. Information may also 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; courts; adjudicative body or administrative tribunal; or a party in litigation; to contractors, agents; and others where security or confidentiality has been compromised, as well as 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. Disclosures, including, but not limited to a visitor's name, organization or agency, Board employee visited, purpose of visit, date and time of visit, may be made under the Freedom of Information Act (5

USC §552) and the Privacy Act of 1974 (5 USC §552a) in accordance with the Board's System of Records Notice, BGFRS-32 "*Visitor Registration System*" (see [*Federal Reserve Board - System of Records Notices \(SORNs\)*](#)).

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

Individuals who seek admittance to Board premises do not have an opportunity to decline to provide the information or consent to particular uses of the information. Individuals are not permitted to access Board premises unless they provide all requested information.

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

VRS information is collected either directly from the visitor or entered into VRS on behalf of a visitor by a Board employee or contractor. This information is then cross-referenced with law enforcement systems (e.g., NCIC). Only information that matches to a law enforcement record(s) and is deemed to be accurate will be maintained by the Board. Any inaccurate information provided by a visitor will result in access to a building being denied, and this inaccurate information will not be maintained by the Board. Returning visitors have an opportunity to update their information in VRS.

7. The length of time the data will be retained:

Records are retained for a period of two (2) years after the visitor's final entry to the Board or two (2) years after the date of the record, as appropriate. Records of individuals whose access to the Board's premises has been indefinitely revoked, are retained indeterminately.

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

Access to VRS information is limited to authorized users with an official business purpose and enforced through the Board's identity authentication requirements. PII is encrypted at rest and in transit. VRS follows the applicable privacy and security controls in National Institute of Standards and Technology's (NIST) Special Publication 800-53, in accordance with the Federal Information Security Modernization Act (FISMA). Periodic audits and reviews are conducted by

the Board to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes to information in the system.

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

VRS is covered under a Privacy Act System of Records Notice (SORN), BGFRS-32, *Visitor Registration System*. (see, [Federal Reserve Board - System of Records Notices \(SORNs\)](#)).

Reviewed:

//Signed//

Charles Young
Senior Agency Official for Privacy

1/31/2025
Date

//Signed//

Jeff Riedel
Chief Information Officer

1/31/2025
Date