



Privacy Impact Assessment

Full Entry Name: **MAF Visitor Management System (EasyLobby eAdvance Visitor Pre-registration System)**

NASA Center: **Marshall Space Flight Center**

Office/Mission Program/Project Supported: **Office of Security and Program Protection**

NASA Point of Contact: **Michael D Wilson**

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System Overview: Michoud Assembly Facility (MAF) Visitor Management System (VMS) is an application used for managing and tracking all visitors to the MAF. Visitors may include members of the public who may not be specifically NASA entities, contractors or affiliates, but are non-business relational and simply public individual visitors, No PII or IIF is collected for those type visitors. MAF VMS is used in support of various NASA mandated programs including but not limited to NASA Physical Security and Access Control, Information Assurance etc. MAF VMS records data to provide a record of area access and badge issuance's. This application also records identification of personnel authorized access to areas, thereby enhancing the maintenance and accountability for the issuance and disposition of badges. Information collected includes, name and company, the company email and company phone number are optional entries.

Privacy	
Collection contains the following:	Name, Work e-mail address, Work phone number, and Other (Company)
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes
Information is collected on the following	Business Partners/Contacts, Grantees (including, but not limited to federal, state, local agencies), Contractors/Vendors/Suppliers, Government Employees, Members of the Public (excluding contractors and partners), and NASA Contractors
The collection of PII is justified.	Yes
law, regulation, or Government-wide policy justifies the collection of the information.	42 U.S.C 2451 et seq., the National Aeronautics and Space Act of 1958, amended
NASA will use the information in the following ways:	Michoud Assembly Facility (MAF) Visitor Management System (VMS) is an application used for managing and tracking all visitors to the MAF. MAF VMS is used in support of various NASA mandated programs including; but not limited to NASA Physical Security and Access Control, Information Assurance etc. MAF VMS records personal data to provide a record of area access and badge issuances. This application also ensures positive identification of personnel authorized access to areas, thereby enhancing the maintenance and accountability for the issuance and disposition of badges. Information collected includes, name and company name, the company email and company phone number are optional entries.
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
Consent	
The IIF is collected.	Voluntary, Comment: However, failure to provide the requested information will result in the denial of badge/access to MAF.
There is a process in place for the following	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	Yes (Once the individual consented to the collection of information they have given implicit consent to the specific uses of their information by providing an approved badge/access at the time of applying for a badge/access.)
Security Controls	
Monitor and Response to privacy and/or security incidents policies.	Yes
Access controls	Yes
Technical controls (safeguards) are in place to minimize the possibility of unauthorized access, use, or dissemination of the IIF in the application/website/information system/cloud system.	Yes
Information Sharing Practices	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites)	No
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	No
Accessibility, Redress, Complaints	

There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes (This entity is reviewed as required by ITS-HBK 1382.03-01 - Privacy Risk Management and Compliance: Collections, PIAs and SORNs)
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Privacy Act of 1974	
Records on individuals are or will be routinely retrieved from the system by using individual's name or other unique identifier (e.g., personal account number, UUPIC, SSN, etc. is used to locate information about an individual in the application/website/information system/paper record).	Yes
The records in the system are covered by an existing published System of Records Notice (SORN).	Yes
The SORN Name.	Security Records System (Sensitive But Unclassified)
The SORN Number.	NASA 10SECR

Paperwork Reduction Act	
The record/application/website/information system collects information in a standard way (via forms, surveys, questionnaires, etc.) from 10 or more persons (e.g., members of the public and NASA contractors, and grantees).	Yes
There is an OMB Control Number.	Does not currently have one (NASA PRA Clearance Officer determined one is not required)
Justification	Visitor information collected does not trigger the PRA. Information and screen shots reviewed with F. Teel, B. Hopson and S. Hoult during the week of 3/28. Purpose for visit is "open ended" and the security zone is changed to building number.

Concur:

/s/ Concurrred

Michael D Wilson
System Owner
Date: 04/29/2016

Concur:

/s/ Concurrred

STAYCE D HARRIS HOULT
Center Privacy Manager
Date: 05/16/2016

Concur:

/s/ Concurrred

BRYAN D MCCALL
NASA Privacy Program Manager
Date: 05/17/2016

Approve:

Renee P Wynn
Senior Agency Official for Privacy
Date: 05/17/2016