



Privacy Impact Assessment (PIA)

PIA Entry Name: Enterprise Visitor Management System

Workspace and Collaboration Services

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PURPOSE OF THE PRIVACY IMPACT ASSESSMENT

The National Aeronautics and Space Administration (NASA) Privacy Impact Assessment (PIA) documents and describes the personally identifiable information (PII) NASA collects and the purpose(s) for which it collects that information; how it uses the PII internally; whether it shares the PII with external entities, and the purposes for such sharing; whether individuals have the ability to consent to specific uses or sharing of PII and how to exercise any such consent; how individuals may obtain access to the PII; and how the PII will be protected. NASA publishes its PIAs, as well as its System of Records Notices (SORNs), on the NASA public-facing website, which describes NASA's activities that impact privacy, the authority for collecting personally identifiable information (PII), and the procedures to access and have PII amended or corrected if necessary.

Reviewing Official: Stayce Hoult, Chief Privacy Officer



System Overview: Enterprise Visitor Management System (EVAMS) combines the principles of identity management and access management to create a solution which supports visitor management process for all NASA Centers.

Privacy / Authorities and Other Requirements	
List all legal authorities and/or agreements that permit the collection of privacy information by the project. Explain how these authorities permit the project and the collection of privacy information. If the project collects Social Security numbers, also identify the specific statutory authority allowing it.	1. 40 U.S.C. § 1441 - Responsibilities regarding efficiency, security, and privacy of Federal computer systems. 2. Public Law 107-347 - Federal Information Security Management Act of 2002 (FISMA). 3. 14 CFR Parts 1203 through 1203b - NASA Information Security Program. 4. Executive Order 10450 - Security Requirements for Government Employees. 5. OMB Policy Memorandum M-05-24** - Implementation of Homeland Security Presidential Directive 12.
The records in the system are covered by an existing published System of Records Notice (SORN).	Existing SORN applicable
The SORN Name and Number.	The following SORN applies: NASA 10SECR https://www.nasa.gov/privacy/nasa_sorn_10SECR.html

Privacy Act of 1974 / Uses of the Information	
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).	No

Paperwork Reduction Act / Characterization of the Information	
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

Paperwork Reduction Act / Authorities and Other Requirements	
There is an OMB Control Number.	Yes
The OMB Control Number.	OMB Control No: 2700-0165 Expiration Date 9/30/2026.

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Privacy / Characterization of the Information	
Information is collected on the following:	Members of the public (excluding contractors and partners)
Collection contains the following:	Name Date of birth Passport number Driver's license number Personal cell phone number Personal e-mail address Photograph
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
Discuss the intra-Departmental sharing of information. Identify and list the name(s) of any components or directorates within the Department with which the information is shared.	NASA's Office of Protective Services (OPS) uses EVAMS in order to process visitors and maintain a secure NASA perimeter.

Privacy / Uses of the Information	
NASA will use the information in the following ways:	NASA uses visitor information in order to process and verify the visit request information and the NASA visitor. Visitor information falls under the System of Records Notice (SORN) 10SECR.
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes

Consent / Notice	
Does the project provide individuals notice prior to the collection of information?	Yes
If no, explain why individuals are not notified prior to collection of information.	
If yes, describe how the notice provided for the collection of information is adequate to inform those impacted.	NASA developed the Identity Management System (IdMAX) to manage identities, credentials, and access, integrated enterprise environment that enables NASA to collect and process information from members of the public, covered by the Paperwork Reduction Act, who are seeking access to NASA sites, facilities, and systems for a time period greater than 30 days in a calendar year, and for all foreign national visitors regardless of their affiliation time. The information is used to validate identity and issue secure,

	reliable credentials. This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995 and OMB Control No: 2700-0165 Expiration Date 9/30/2026.
Do individuals have opportunities to decline to provide information, or opt out of the project?	Yes
If yes, describe the process. If this is not an option, explain why not.	All identity elements collected are mandatory fields. An individual does have the opportunity to decline to provide identity information, however, the visit request will not be processed.
Do individuals have opportunities to consent to specific/targeted uses of their information?	No
If yes, describe the process. If this is not an option, explain why not	All identity elements collected are mandatory fields. An individual does have the opportunity to decline to provide identity information, however, the visit request will not be processed.
The IIF is collected	Mandatory
There is a process in place for the following:	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	Yes
Are individuals provided with notice that they have opportunities to consent to uses, decline to provide information, or opt out of the project?	No
If yes, describe the process. If no, explain why not.	Visitor using EVAMS in support of the NASA visit request receive a Privacy Notice and Terms of Service Information when they complete their identity information on the form. The visitor is not obligated to provide NASA with any information, however if the visitor does decline to provide information or opt out they will not be permitted access to a NASA center.
Are individuals notified of the consequences of providing information?	Yes
If yes, describe the process. If no, explain why not.	Individuals are notified via the Privacy Act Statement and NASA SORN 10SECR

Data Retention	
Explain how long each type of information is retained. Include a justification for the retention period of each information type and how/why that period is necessary to the mission/project.	The personally identifiable information collected from a visitor is retained for two years per the NRRS 1441.1 schedule 01/114.0.A.02 This information is only maintained in support of a "after-the-fact" investigation.

Information Sharing

Is information shared outside of the organization as part of the normal agency operations?	No
Identify who the information is shared with, how the information is accessed, and how it is to be used.	
Describe how the external sharing noted in the previous question is compatible with the SORN noted in PIA-02.	

Redress	
What are the procedures that allow individuals to access their information?	Visitors can <i>only</i> access their information at the initial visit request and subsequent visit requests. Additionally users may redress information in accordance with instructions found in 10SECR via the Privacy Act.
What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?	Visitors who provide inaccurate information are given an opportunity to correct during the in-person visitor check in. The lobby officer will assist the visitor in updating the identity information to match I-9 documentation. If another visit request is initiated for the original visitor, the visitor is able to update their identity information at that time. Additionally users may redress information in accordance with instructions found in 10SECR via the Privacy Act.
How does the project notify individuals about the procedures for correcting their information?	Visitors are notified in person during the visit check in if their information is incorrect. The lobby officer will assist the visitor in updating inaccurate information. Additionally users may redress information in accordance with instructions found in 10SECR via the Privacy Act.

Auditing and Accountability	
How does the project ensure that the information is used in accordance with stated practices in this PIA?	There is an annual Certificate & Accreditation (C&A) where all National Institute of Standards and Technology (NIST) 800-53 controls are investigated and validated. All audit logs from EVAMS are recorded and maintained for the length of time per NASA policy stated in ITS-HBK-2810.16-01. NASA Access Management System (NAMS) tracks all user access requests and are validated annually.
Describe what privacy training is provided to users either generally or specifically relevant to the project.	Role holders have specific training required by NASA. All NASA Badged employees submitting a visit request via the NASA NDC network are required to take an annual Cyber security and Sensitive

	Unclassified Information Awareness Training and acknowledge the Rules of Behavior.
What procedures are in place to determine which users may access the information and how does the project determine who has access?	The NASA Access Management System (NAMS) controls the workflow approval and provisioning of administrative access.
How does the project review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within the department and outside?	Sharing agreements are captured in a Memorandum of Understanding (MOU) and Interconnection Service Agreements (ISA) . New uses of the information would be captured in a security impact analysis (SIA) for review and stakeholder approval prior to implementing any changes. New access to EVAMS managed by the NASA Access Management System (NAMS).

Security Controls / Characterization of the Information	
Monitor and Response to privacy and/or security incidents policies.	Yes

Security Controls / Auditing and Accountability	
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
Access controls.	Yes

Information Sharing Practices / Characterization of Information	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites).	Yes
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	Yes

Accessibility, Redress, Complaints / Characterization of the Information	
There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes

Web Measurement and Customizing Technology / Characterization of the Information	
The Application/Website/Information System Utilizes Web Measurement and Customization Technology (Cookies/Persistent Tracking).	Yes

Agency Privacy Manager (APM):

Kostka, Paul A

Midulla, Laura P

Rucker, Anh-Hong N

APM Review Decision: Concur

APM Review Date: 11/14/2024

Chief Privacy Officer (CPO):

HARRIS HOULT, STAYCE D

CPO Review Decision: Concur

CPO Review Date: 03/03/2025

CPO Digital Signature

NASA Senior Agency Information Security Officer (SAISO):

Taylor, Kelvin L

SAISO Review Decision: Concur

SAISO Review Date: 03/14/2025

NASA Senior Agency Official for Privacy (SAOP):

Gallagher, Sean M

SAOP Review Decision: Approve

SAOP Review Date: 04/08/2025