

## **FHFA-17**

### **SYSTEM NAME:**

Visitor Badge, Employee and Contractor Personnel Day Pass, and Trackable Mail System.

### **SECURITY CLASSIFICATION:**

Sensitive but unclassified.

### **SYSTEM LOCATION:**

Federal Housing Finance Agency, 400 Seventh Street, SW., Washington, DC 20024, and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or individuals assisting such employees.

### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Members of the public and employees/contractor personnel from other Federal agencies who visit FHFA; FHFA employees and contractor personnel who require a day pass; and FHFA employees who pre-register or authorize visitors to FHFA. The system also covers individuals or organizations that send and/or deliver trackable mail to FHFA (e.g., express mail, courier mail, or other forms of mail that are tracked from the sender to the recipient).

### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Records may include name, photograph, signature, company name, the number of the printed badge issued for each visit, visitor category, phone number, facsimile number, address, electronic mail address, and location, date, and time of entry into the FHFA facility. Records may also include the following information from identification (ID) cards: identification card number, date of birth, height, weight, color of hair and eyes, date of ID card expiration, and issuing jurisdiction. Records may also include the following information from HSPD-12 PIV cards: name, photograph, biometric data, date of ID card expiration, agency and other information stored on the microchip. Further information contained within the system may be the name and title of the person being visited, the reason for the visit to the facility, notation of approved parking, and the name, phone number and electronic mail address of FHFA personnel requesting authorization for the visitor access. The system may maintain check-in and check-out times, current status of visitor, and ID number assigned for each visitor record.

For trackable mail, records may include package check in time, number of packages, name of employee or contractor personnel to whom the package is addressed, location of package, sender's name and address, type of package, added description (if appropriate), carrier/agent delivering the package, time and name of person to whom

package is delivered, final destination within FHFA, and trackable mail tracking number assigned to the package.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

12 U.S.C. 4513(a)(2)(B) and Executive Order 13231, Critical Infrastructure Protection in the Information Age (October 16, 2001).

**PURPOSE(S):**

This purpose of this system is to permit access to FHFA facilities by public visitors and representatives from other Federal agencies. It is also used to issue day passes for FHFA employees or contractor personnel who are not presently in possession of their Federal Government issued ID card (i.e., HSPD-12) and need to enter the workplace to perform their duties. The system is further used to record and monitor the status of trackable mail.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside FHFA as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

(1) When (a) it is suspected or confirmed that the security or confidentiality of information in the system of records has been compromised; (b) FHFA has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by FHFA or another agency or entity) that rely upon the compromised information; and (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist in connection with FHFA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

(2) Where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local, tribal, foreign or a financial regulatory organization charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute, or rule, regulation or order issued pursuant thereto.

(3) To any individual during the course of any inquiry or investigation conducted by FHFA, or in connection with civil litigation, if FHFA has reason to believe that the individual to whom the record is disclosed may have further information about the

matters related therein, and those matters appeared to be relevant at the time to the subject matter of the inquiry.

(4) To any individual with whom FHFA contracts to reproduce, by typing, photocopy or other means, any record within this system for use by FHFA and its employees in connection with their official duties or to any individual who is utilized by FHFA to perform clerical or stenographic functions relating to the official business of FHFA.

(5) To members of advisory committees that are created by FHFA or by Congress to render advice and recommendations to FHFA or to Congress, to be used solely in connection with their official, designated functions.

(6) To a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

(7) To contractor personnel, grantees, volunteers, interns, and others performing or working on a contract, service, grant, cooperative agreement, or project for FHFA.

(8) To a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, or in connection with criminal law proceedings, or in response to a subpoena from a court of competent jurisdiction.

(9) To the Office of Management and Budget, Department of Justice (DOJ), Department of Labor, Office of Personnel Management, Equal Employment Opportunity Commission, Office of Special Counsel, Department of Homeland Security, or other Federal agencies to obtain advice regarding statutory, regulatory, policy, and other requirements related to the purpose for which FHFA collected the records.

(10) To DOJ, (including United States Attorney Offices), or other Federal agency conducting litigation or in proceedings before any court, adjudicative or administrative body, when it is necessary to the litigation and one of the following is a party to the litigation or has an interest in such litigation:

1. FHFA
2. Any employee of FHFA in his/her official capacity;
3. Any employee of FHFA in his/her individual capacity where DOJ or FHFA has agreed to represent the employee; or
4. The United States or any agency thereof, is a party to the litigation or has an interest in such litigation, and FHFA determines that the records are both relevant and necessary to the litigation and the use of such records is compatible with the purpose for which FHFA collected the records.

(11) To the National Archives and Records Administration (NARA) or other Federal agencies pursuant to records management inspections being conducted under the authority of 44 U.S.C. 2904 and 2906.

(12) To an agency, organization, or individual for the purpose of performing audit or oversight operations as authorized by law, but only such information as is necessary and relevant to such audit or oversight function.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained in electronic format, paper form, and magnetic disk or tape. Electronic records are stored in computerized databases. Paper and magnetic disk or tape records are stored in locked file rooms, locked file cabinets, or locked safes.

**RETRIEVABILITY:**

Records may be retrieved by name, address, visitor ID number, trackable mail tracking number, or some other unique identifier.

**SAFEGUARDS:**

Records are safeguarded in a secured environment. Buildings where records are stored have security cameras and 24-hour security guard service. Computerized records are safeguarded through use of access codes and other information technology security measures. Paper records are safeguarded by locked file rooms, locked file cabinets, or locked safes. Access to the records is restricted to those who require the records in the performance of official duties related to the purposes for which the system is maintained.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with the appropriate National Archives and Records Administration General Records Schedules and FHFA Records Retention and Disposition Schedules. Disposal is by shredding or other appropriate disposal system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Office of the Chief Operating Officer, Federal Housing Finance Agency, 400 Seventh Street, SW., Washington, DC 20024.

## **NOTIFICATION PROCEDURES:**

Direct inquiries as to whether this system contains a record pertaining to an individual to the Privacy Act Officer either electronically, or by regular mail, or facsimile. Submit electronic requests at <https://publicaccesslink.fhfa.gov/palMain.aspx>. The regular mail address is: Privacy Act Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street, SW., Washington, DC 20024. The facsimile number is: 202-649-1073. For the quickest possible handling, mark your electronic submission, letter, or facsimile and the subject line, envelope, or facsimile cover sheet "Privacy Act Request" in accordance with the procedures set forth in 12 CFR part 1204.

## **RECORD ACCESS PROCEDURES:**

Direct inquiries as to whether this system contains a record pertaining to an individual to the Privacy Act Officer either electronically, or by regular mail, or facsimile. Submit electronic requests at <https://publicaccesslink.fhfa.gov/palMain.aspx>. The regular mail address is: Privacy Act Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street, SW., Washington, DC 20024. The facsimile number is: 202-649-1073. For the quickest possible handling, mark your electronic submission, letter, or facsimile and the subject line, envelope, or facsimile cover sheet "Privacy Act Request" in accordance with the procedures set forth in 12 CFR part 1204.

## **CONTESTING RECORD PROCEDURES:**

Direct inquiries as to whether this system contains a record pertaining to an individual to the Privacy Act Officer either electronically, or by regular mail, or facsimile. Submit electronic requests at <https://publicaccesslink.fhfa.gov/palMain.aspx>. The regular mail address is: Privacy Act Officer, Federal Housing Finance Agency, 400 7<sup>th</sup> Street, SW., Washington, DC 20024. The facsimile number is: 202-649-1073. For the quickest possible handling, mark your electronic submission, letter, or facsimile and the subject line, envelope, or facsimile cover sheet "Privacy Act Request" in accordance with the procedures set forth in 12 CFR part 1204.

## **RECORD SOURCE CATEGORIES:**

Information is provided by visitors seeking access to FHFA facilities to meet with FHFA employees or contractor personnel, or to attend FHFA sponsored events; by FHFA employees who pre-register visitors; by FHFA employees or contractors who do not have their Federal Government issued ID card (i.e., HSPD-12) and need access to FHFA facilities; by individuals sending trackable mail; and by carriers or agents that deliver such mail.

## **EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.