

Privacy Impact Assessment

Security Procedures and Practices

In the fall of 2010, a privacy impact assessment (PIA) was conducted to examine the Mint's collection, use, retention and disclosure of personal information in the context of its security procedures and practices. The areas examined under the report were:

- metal-free policy;
- password policy;
- photo identification access cards;
- video surveillance;
- personnel security screening process;
- console operations;
- firearms;
- visitor log book;
- tours and reservations system;
- electronic network monitoring logs;
- parking infractions;
- vehicle accident reports; and
- arrests and occurrences.

The PIA confirmed that Mint officials have managed to incorporate privacy as a core element of nearly every facet of the Mint's security-related processes and, for example, the Mint employs robust security measures that adequately protect personal information under its control. The Mint is taking steps to ensure that appropriate privacy language is incorporated in data sharing agreements that may involve intergovernmental flow of information for security clearances and parking enforcement. While the purpose for the Mint's security-related collection of personal information is described in a standard Personal Information Bank, the Mint will ensure that appropriate notice is provided at the time of collection, such as collections via video cameras or for the metal detection process. As recommended by the PIA, this may be done in a form of signage, through written format or verbal instructions.

Finally, the Mint will perform a subsequent PIA if and when security procedures and practices undergo significant evolutionary change and will review its process to ensure that regular monitoring of its compliance with the federal privacy requirements is undertaken.

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