

EXHIBIT Q



Privacy Impact Assessment
for the

SharePoint Matter Tracking Systems

DHS/ICE/PIA-043

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Appendix C

Program/System:

ICE Enforcement and Removal Operations (ERO) Segregation Review Management System (SRMS)

Purpose and Use:

ERO uses the Segregation Review Management System (SRMS), to track, review, and oversee ICE detainee segregation cases. Segregation – whether administrative or disciplinary – is the process of removing a detainee from the general detainee population into a separate, individual unit.

ERO field office personnel input information pertaining to a detainee's segregation case directly into the SharePoint based-SRMS. This input, and any subsequent inputs pertaining to the same detainee, comprise the detainee's segregation case within the system. The field office can update the case at any time to reflect changes in the segregation status, including removal from segregation. Within SRMS, ERO can sort and manage cases by priority, facilitate subject matter expert (SME) review of cases, and notify field office leadership and detention facility staff of actions affecting the segregation status of a detainee.

SRMS also provides an archival process, enabling ERO to determine and report on trends related to segregation practices and inquire into specific segregation cases. ERO users search for archived entries by A-Number or SRMS-generated case tracking number.

System Access:

Access to SRMS is granted to ERO field office leadership and their staff assigned to segregation management, the Segregation Review Coordinator and administrative support staff, SMEs subject matter experts from select ICE program offices, and select ICE Headquarters staff involved in segregation review. SRMS displays data in user-specific views, so the user has most immediate access to case information most relevant to him or her.

Individuals Impacted:

Individuals in ICE detention who are placed into administrative or disciplinary segregation.

Sources of Information:

SRMS receives information from ERO detention facility staff and from ICE's ENFORCE Alien Removal Module (EARM). Case notes from field office personnel or medical personnel may also be included in SRMS.

Data Elements:

SRMS automatically assigns a unique case reference number for all segregation cases submitted by field offices. In addition, information collected and stored within SRMS includes:

- Identifying information pertaining to the detainee, including full name, A-Number, language and language proficiency, and detention facility housed in at the time.



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- Information determined to be relevant to the segregation decision, including type of segregation (i.e., administrative or disciplinary); reasons for the placement in segregation (i.e., conduct/behavior, heightened concern for a detainee's risk of victimization, or other special vulnerabilities); existing medical and mental conditions; and criminal, disciplinary, and immigration history.
- Information pertaining to ICE oversight and review of individual segregation cases, including data on dates of initial segregation and release from segregation, interviews with facility or medical staff, case review dates, analyses by SMEs, and decisions for field action (e.g., limit isolation, transfer to different facility, return to general population).

SORN Coverage:

DHS/ICE-011 Immigration and Enforcement Operational Records System (ENFORCE)⁹

Records Retention Period:

ICE intends to request NARA approval to retain SRMS records for seven years after the record was entered into the system.

⁹ DHS/ICE-011 Immigration and Enforcement Operational Records System (ENFORCE), 80 FR 24269 (Apr. 30, 2015).