



Fact Sheet

Information for SAVE Users: Your Responsibilities for Handling and Protecting Personal Information

Privacy is a core value of American society, moreover it is the law. Personal information which can be used to establish or trace an individual's identity must be protected against inappropriate use and/or mishandling. This Fact Sheet outlines your obligations for protecting personal information when using the Systematic Alien Verification for Entitlements (SAVE) Program.

The information contained in this Fact Sheet is also available in your agency's Memorandum of Agreement (MOA), the SAVE Program Guide, the Privacy Act, and on the United States Citizenship and Immigration Services website ([USCIS Privacy Principles](#)). Please refer to these resources for additional information on the requirements.

What is Personally Identifiable Information?

Personally Identifiable Information (PII) is defined as any information about an individual which can be used to distinguish or trace the individual's identity. PII includes, but is not limited to:

- Name
- Date and place of birth
- Social security number
- Alien number and I-94 number
- Phone number
- Email address and physical address
- Employment history
- Passport number

Every piece of information you enter into, or receive from, the SAVE system is considered sensitive, unclassified PII and must be protected to prevent unauthorized use. Potential consequences of not adequately protecting PII include identity theft, fraud, embarrassment, inconvenience, and unfairness to the victim.

How do you protect PII?

As a SAVE user, it is your responsibility to implement the following privacy protections on behalf of benefit applicants.

Privacy Protection	Explanation
Awareness and Training	Your agency must ensure that, prior to using the SAVE system, all staff performing verification queries complete SAVE Program training, to include reading the SAVE Program Guide, taking the latest version of the tutorial, and maintaining a working knowledge of the requirements in your agency's MOA.
Responsibility and Accountability	
Notice	Your agency must notify individuals applying for benefits that you are collecting their PII in order to verify their immigration status through SAVE. Applicants should be informed of their right to refuse verification by SAVE. However, such refusal may result in denial of the benefit they seek.
Limiting Collection and Retention	SAVE requires the minimum data necessary to verify an individual's immigration status. Similarly, your agency should only collect the information necessary for SAVE to verify an applicant's immigration status.
Limiting Disclosure and Use	Your agency must only use information provided by SAVE for the purpose of determining the eligibility of benefit applicants. Use of such information must be limited to the provisions outlined in your agency's MOA and not be shared with unauthorized individuals.
Individual Access and Redress	Individuals should have access to their information and the opportunity to correct inaccuracies. Your agency is required to perform any additional verification procedures the SAVE Program requires and/or the applicant requests after the agency initiates a request for verification. Applicants denied benefits based solely or in part on the SAVE response should be given adequate written notice of the denial and the information necessary to correct their records as outlined in the Fact Sheet titled <i>How to Correct Your Record with USCIS</i> .

Additionally, your agency must adhere to the following procedures when using the SAVE system:

- Keep passwords secure and do not share them with other users
- Only provide SAVE access to staff with a specific need-to-know and terminate the account of employees who no longer require access
- Comply with the Privacy Act when conducting verification procedures
- Mark documents that contain PII with privacy language, such as "For Official Use Only" or "Sensitive But Unclassified"

If you have additional questions about how to protect the privacy of benefit applicants, please contact the Help Desk at (888) 464-4218.