

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ABCC-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI Advanced Biomedical Computing Center (ABCC)
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-4908-00
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-15
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The mission of the Advanced Biomedical Computing Center (ABCC) is to provide high performance computing for the National Cancer Institute, both for its intramural and extramural scientists. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	None of the data collected is information subject to the Privacy Act
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ABCC-NCI

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Activity Based Cost Sys

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-02-18 |
| 2 | HHS Agency (OPDIV): | HHS:NIH:CC |
| 3 | Title of System or Information Collection: | CC Activity Based Costing System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing. |
| 5 | Unique Project Identifier Number: | 009-25-01-01-02-3099-00 |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Information is collected pertaining to resource allocation across protocols conducted in the Intramural Program at NIH. There is no Individually-Identifiable Information collected directly or indirectly or stored in the system. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Information collected includes protocol identification and specific medical care, supplies and services pertaining to those protocols. Data collected is the minimum necessary to support decisions about resource allocation at the Clinical Center. |
| 11 | Explain why the information is being collected. | |
| 12 | Identify with whom the agency will share the collected information | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Activity Based Cost Sys

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ADAMS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-01 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/National Institute on Aging |
| 3 | Title of System or Information Collection: | Aging Data Administration Management System (ADAMS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | 009-25-04-00-02-4302-00 |
| 6 | System of Records Number: | 09-25-0036 Extramural Awards and Chartered Advisory Committees |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | ADAMS is basically a tracking and recording system for grants. It allows the user to code competing applications before council meetings, scientifically code grants based on their study, search for grant information and run basic adhoc queries. Legislation to authorize this activity is under 5. U.S.C.301; 42 U.S.C. 217a, 241,282(b)(6),284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15. More specific functions include: allocation and adjusting funding estimates for grants based on their budgets, summarizing the grant funding by specific categories for reporting to Congress, reporting committed, pending, and obligated records with future year commitments |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | This information collected includes: name, address, email address, and telephone number. This minimal data collection is necessary to populate the database system |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ADAMS

- 11 Explain why the information is being collected. The information is collected to report, track and record grants for the study of biomedical research.
- 12 Identify with whom the agency will share the collected information. The agency does not share the collected information with other parties.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. When applying for grants, applicants are informed that personal information is collected for accurate identification, referral and review by grants program managers. Applicant confidentiality is maintained under Privacy Act record system 09-26-0036.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) No information is collected on children under 13 over the internet.
- 15 Describe how the information will be secured. Physical controls: Server room door locks Technical controls: Passwords, user ids, firewalls, and VPN
- 16 Describe plans for retention and destruction of data collected. Files are backed up regularly and stored offsite. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in the NIH Manual Chapter 1743, Appendix 1B item 3000-G-3 which allows records to be kept as long as they are useful in scientific research.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. Established Privacy Act System of Record: 09-25-0036
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdEERS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI CTEP AdEERS, v5.0
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-4902-00-202-069
6 System of Records Number:	09-25-0200
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-13
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	To assure patient safety the Adverse Event Expedited reporting System (AdEERS) captures details regarding unknown and/or severe adverse events that occur on CTEP sponsored trials. This task order is designed to expand AdEERS beyond AE reporting for CTEP INDs to include trials with surgery; radiation; commercial agents; and non-CTEP INDs. Public Health Act, Title 42, Chapter 6A, Subchapter III, Part C, Subpart 1, Sec. 285, Sec. 285A And 44 U.S.C. 3101
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	To assure patient safety CTEP collects the minimal necessary information necessary to describe and assess unknown and severe adverse events that occur on CTEP sponsored trials.
11 Explain why the information is being collected.	This data will be collected to assure patient safety and to meet Federal regulations regarding adverse event reporting.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdEERS

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| <p>12 Identify with whom the agency will share the collected information .</p> | Adverse event reports will be shared with local IRBs and trial organizations responsible for trial oversight; and the FDA. |
| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | Patient data is provided by investigators. All patients participating on CTEP trials must sign an informed consent. HIPPA regulations are addressed by local organizations. Investigator/associate data (i.e. contact information) is primarily provided directly from the individual. |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | No information will be collected directly from a child. |
| <p>15 Describe how the information will be secured.</p> | Information will be secured by technical controls such as: user name/password; firewalls; virtual private networks; encryption; etc |
| <p>16 Describe plans for retention and destruction of data collected.</p> | All data is maintained according to the system of records SOR 09-25-0200 |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | The existing system of record is SOR 09-25-0200] |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdvantageEDC

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-15
2 OPDIV:	HHS/NIH/NCCAM
3 Title of System or Information Collection:	AdvantageEDC
4 Is this system or information collection new or is an existing one being modified?	New
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09250200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCCAM 009
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Purpose is to provide a database and data management system for the conduct of clinical investigation at Division of Intramural Research/NCCAM under Authority # 42 USC 287c-21.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Patient information without identifiers is collected for the purpose of the conduct of clinical investigations in Complementary and Alternative Medicine (CAM).

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdvantageEDC

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| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | Clinical data collected in accordance with NCCAM protocols of clinical investigation enable study investigators to advance knowledge about CAM according to study outcomes set forth in clinical study protocols. |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | Information is collected to advance the knowledge about the safety and efficacy of CAM for the treatment of human diseases. |
| <p>15 Identify with whom the agency will share the IIF.</p> | The study information will be shared among collaborating study investigators only. |
| <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | Study information will be collected only from study subjects and their medical records according to written consent forms read, explained to and signed by study subjects prior to study entry. |
| <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | No information will be collected from children under age 13 on the Internet. |
| <p>18 Describe how the IIF will be secured.</p> | Information will be collected and stored without patient identifiers. Stored information will be password protected and accessible only for identified study investigators. |
| <p>19 Describe plans for retention and destruction of IIF.</p> | Records are retained and disposed of under the authority of records control schedule NIH M.C. 1743, Appendix 1, item 3000-G-3 |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | 09 25 0200 |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: AdvantageEDC

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ANSOS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-02-20
2 HHS Agency (OPDIV):	HHS:NIH: CC
3 Title of System or Information Collection:	CC ANSOS Automated Nurse Staff Office Schedule
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-3008-00
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system is used to arrange schedules and project staffing needs for nurses caring for patients at the Clinical Center. This activity is authorized by Section 301 of the Public Health Service Act.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Information collected includes basic identification data, including name, date of birth, address, phone number, etc. necessary to develop schedules for individual nurses and to project utilization and staffing needs across the Clinical Center. Data collected are minimum necessary to accomplish the staffing needs of the Department and are not shared outside the organization.
11 Explain why the information is being collected.	Develop schedules for individual nurses and to project utilization and staffing needs across the Clinical Center
12 Identify with whom the agency will share the collected information	The information is not shared outside the Clinical Center.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ANSOS

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is obtained directly from nurse employees who are verbally informed about how the information will be used for scheduling. Verbal consent is obtained and information is not shared outside the Clinical Center</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>The system and all contained data are protected using administrative, technical, and physical security and privacy controls.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Data is retained while an individual is employed and removed upon departure.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>Not pending creation at this time.</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Applications Database

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-17
2 OPDIV:	HHS/NIH/NCCAM
3 Title of System or Information Collection:	Applications Database
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09250036
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCCAM 003
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system tracks grant applications under authority 42 USC 287c-21.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The information is from the NIH IMPAC II system and is used to communicate with the applicants and to disseminate information to staff involved in the applications process.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Applications Database

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only data pertaining to the applications process are used. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | It is retrieved to facilitate communication of the applications process and to track the progress of applications. |
| 15 | Identify with whom the agency will share the IIF. | It is for internal purposes only; it will not be shared. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The information is obtained by the NIH IMPAC II system and all notification and consent procedures with subjects are handled at that level. |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | The information is physically secured by a required key card and employee badge, and electronically secured by a password login procedure to the NIH computer system, a restricted folder location, and a requirement of a password when accessing the database. |
| 19 | Describe plans for retention and destruction of IIF. | Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 <input type="checkbox"/> <input type="checkbox"/> Keeping and Destroying Records <input type="checkbox"/> (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09250036 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Applications Database

- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ARIS Coding

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-09
2 HHS Agency (OPDIV):	HHS/NIH/FIC
3 Title of System or Information Collection:	Aids Research Information System (ARIS) Coding
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	FIC004-ARIScoding
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system helps FIC staff code and report ARIS data. Legislation Authority <input type="checkbox"/> PHS Act Section 482.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	1) Grants related data (includes but not limited to grant#, PI information, CAN information, Budget- project cost, future commitments etc.); 2) ARIS codes.
11 Explain why the information is being collected.	To perform ARIS coding and report data to NIH, Office of Aids Research (OAR) and internal FIC use.
12 Identify with whom the agency will share the collected information	Yes, to OAR.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ARIS Coding

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| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Grants related data is downloaded from IMPAC II and ARIS coding is done by program staff. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 15 Describe how the information will be secured. | Application is used internally by FIC staff and has user authentication. |
| 16 Describe plans for retention and destruction of data collected. | Maintain data for 5 years. |
| 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Lab Info Sys-NIA

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-01 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/National Institute on Aging |
| 3 | Title of System or Information Collection: | NIA-ASTRA Laboratory Information System (LIS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-4399-000 |
| 6 | System of Records Number: | 09-25-0200 Clinical, Basic and Population-based Research Studies |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Laboratory Information System is a product of the Clinical Research Branch of NIA, IRP. It collects personal information on the participants of the Baltimore Longitudinal Study on Aging, as well as participants of clinical research studies. The system is physically located in the Gerontology Research Center in Baltimore, Maryland. Appointment and authority is given to the National Institute on Aging under Public Service Act, 42 U.S.C. 241, 242, 248, 282, 284, 285a, 285b, 285c, 285 d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287 b, 287c, 289a, 289c, and 44 U.S.C. 3101. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The personal information collected during the initial and subsequent visits to the clinical research branch. This information includes: name, date of birth, medical record numbers. Information is used to identify laboratory results from the consenting participants. The information collected is the minimum required to accomplish the stated mission. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Lab Info Sys-NIA

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| 11 Explain why the information is being collected. | The participant information is collected to report test results. |
| 12 Identify with whom the agency will share the collected information | The information collected is not shared with anyone outside the agency. |
| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Participants supply basic personal identifying information during the intake process to the clinical research branch. All participants sign a consent form acknowledging their anonymity and rights under HIPAA. Refer to system of record 09-25-0200 for a detailed summary. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information is collected on children under 13 over the internet. |
| 15 Describe how the information will be secured. | Physical controls: Guards, Identification badges, key cards and closed circuit TV
Technical controls: User ID, passwords, firewall, Virtual Private Network (VPN) |
| 16 Describe plans for retention and destruction of data collected. | System information is backed up weekly. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in the NIH Manual Chapter 1743, Appendix 1B item 3000-G-3 which allows records to be kept as long as they are useful in scientific research. |
| 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | Established Privacy Act System of Records: 09-25-0200 |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Oracle Clin DB-NIA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	HHS/NIH/National Institute on Aging
3 Title of System or Information Collection:	NIA-ASTRA Oracle Clinical Database
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	: 009-25-01-26-02-4399-000
6 System of Records Number:	09-25-0200 Clinical, Basic and Population-based Research Studies
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Oracle Clinical system is a product of the Clinical Research Branch of NIA, IRP. It collects personal information on the participants of the Baltimore Longitudinal Study on Aging as well as clinical research studies. The system is physical located on the 5th floor of the Harbor Hospital in Baltimore, Maryland. Appointment and authority is given to the National Institute on Aging under Public Service Act, 42 U.S. C. 241, 242, 248, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S. C. 3101.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Oracle Clin DB-NIA

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.
- The personal information collected during the initial and subsequent visits to the clinical research branch. This information includes: name, date of birth, social security number, mailing address, phone number, medical record numbers, notes and email address. Information is used to contact the consenting participants with the results of testing, to collect follow-up information, and as part of the clinical research. The information collected is the minimum required to accomplish the stated mission
- 11 Explain why the information is being collected.
- The participant information is collected to report test results, and to provide follow-up information as needed for the benefit of scientific research.
- 12 Identify with whom the agency will share the collected information .
- The information collected is not shared with anyone outside the agency.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Participants supply basic personal identifying information during the intake process to the clinical research branch. All participants sign a consent form acknowledging their anonymity and rights under HIPAA. Refer to system of record 09-25-0200 for a detailed summary.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information is collected on children under 13 over the internet.
- 15 Describe how the information will be secured.
- Physical controls: Guards, Identification badges, key cards and closed circuit TV
Technical controls: User ID, passwords, firewall, Virtual Private Network (VPN)
- 16 Describe plans for retention and destruction of data collected.
- System information is backed up weekly. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in the NIH Manual Chapter 1743, Appendix 1B item 3000-G-3 which allows records to be kept as long as they are useful in scientific research.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- Established Privacy Act System of Records: 09-25-0200



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Oracle Clin DB-NIA

- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Study Manag DB-NIA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	HHS/NIH/National Institute on Aging
3 Title of System or Information Collection:	NIA-ASTRA Study Manager Database
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-4399-000
6 System of Records Number:	09-25-0200 Clinical, Basic and Population-based Research Studies
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Study Manager system is a product of the Clinical Research Branch of NIA, IRP. It collects personal information on the participants of the Baltimore Longitudinal Study on Aging, as well as clinical research studies. The system is physically located in the Gerontology Research Center in Baltimore, Maryland. Appointment and authority is given to the National Institute on Aging under Public Service Act, Public Service Act, 42 U.S.C. 241, 242, 248, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Study Manag DB-NIA

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.
- The personal information collected during the initial and subsequent visits to the clinical research branch. This information includes: name, mother's maiden name, date of birth, social security number, mailing address, phone number, medical record numbers, notes and email address. Information is used to contact the consenting participants with the results of testing, to collect follow-up information, and as part of the clinical research. The information collected is the minimum required to accomplish the stated mission.
- 11 Explain why the information is being collected.
- The participant information is collected to report test results, and to provide follow-up information as needed for the benefit of scientific research.
- 12 Identify with whom the agency will share the collected information .
- The information collected is not shared with anyone outside the agency
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Participants supply basic personal identifying information during the intake process to the clinical research branch. All participants sign a consent form acknowledging their anonymity and rights under HIPAA. Refer to system of record 09-25-0200 for a detailed summary.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information is collected on children under 13 over the internet
- 15 Describe how the information will be secured.
- Physical controls: Guards, Identification badges, key cards and closed circuit TV
Technical controls: User ID, passwords, firewall, Virtual Private Network (VPN)
- 16 Describe plans for retention and destruction of data collected.
- System information is backed up weekly. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in the NIH Manual Chapter 1743, Appendix 1B item 3000-G-3 which allows records to be kept as long as they are useful in scientific research.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- Established Privacy Act System of Records: 09-25-0200



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ASTRA Study Manag DB-NIA

- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Attn Deficit Hyperact DB

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NHGRI |
| 3 | Title of System or Information Collection: | Attention Deficit Hyperactivity Disorder Databasae |
| 4 | Is this System or Information Collection new or is an existing one being modified? | new |
| 5 | Unique Project Identifier Number: | |
| 6 | System of Records Number: | 09-25-0200 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | |
| 8 | Other Identifying Number(s): | |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Database if demographic and clinical research information: Section 301 PHS Act |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. Demographic and diagnostgc data based on oral history interviews with research questionnaire. on Attention Deficit Hyperactivity Disorder (ADHD) and rule out exclusionary diagnoses. |
| 11 | Explain why the information is being collected. | |
| 12 | Identify with whom the agency will share the collected information | Restricted to members of ADHD study team. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Attn Deficit Hyperact DB

- 13 **Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**

Oral history interviews with parents/guardians based on clinical research questionnaire; signed protocol consents and assents obtained per IRB regulations.
- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**

Reference: Children's Online Privacy Protection Act of 1998) Information obtained from adult parents/guardians only; signed consents/assents obtained per protocol.
- 15 **Describe how the information will be secured.**

Password protected and secured in office with locked door
- 16 **Describe plans for retention and destruction of data collected.**

New protocol, actively accruing patients. Indefinite retention of data.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.**
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):**
- 19 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):**
- 20 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):**

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Baltimore Long Study DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	HHS/NIH/National Institute on Aging
3 Title of System or Information Collection:	The Baltimore Longitudinal Study of Aging Database
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-4399-000
6 System of Records Number:	09-25-0200 Clinical, Basic and Population-based Research Studies
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Baltimore Longitudinal Study of Aging Database system is a product of the Clinical Research Branch of NIA, IRP. It collects personal information on the participants of the Baltimore Longitudinal Study on Aging as well as clinical research studies. The system is physically located in the Gerontology Research Center in Baltimore, Maryland. Appointment and authority is given to the National Institute on Aging under Public Service Act, 42 U.S.C. 241, 242, 248, 282, 284, 285 a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Baltimore Long Study DB

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.
- The personal information collected during the initial and subsequent visits to the clinical research branch. This information includes: name, date of birth, social security number, mailing address, phone number, medical record numbers, notes and email address. Information is used to contact the consenting participants with the results of testing, to collect follow-up information and as part of the clinical research. The information collected is the minimum required to accomplish the stated mission.
- 11 Explain why the information is being collected.
- The participant information is collected to report test results, and to provide follow-up information as needed for the benefit of scientific research.
- 12 Identify with whom the agency will share the collected information .
- The information collected is not shared with anyone outside the agency
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Participants supply basic personal identifying information during the intake process to the clinical research branch. All participants sign a consent form acknowledging their anonymity and rights under HIPAA. Refer to system of record 09-25-0200 for a detailed summary.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information is collected on children under 13 over the internet.
- 15 Describe how the information will be secured.
- Physical controls: Guards, Identification badges, key cards and closed circuit TV
Technical controls: User ID, passwords, firewall, Virtual Private Network (VPN)
- 16 Describe plans for retention and destruction of data collected.
- System information is backed up weekly. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in the NIH Manual Chapter 1743, Appendix 1B item 3000-G-3 which allows records to be kept as long as they are useful in scientific research
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- Established Privacy Act System of Records: 09-25-0200



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Baltimore Long Study DB

- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Basic Resear DB Sys-NIAAA

Question:

Response:

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|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NIAAA |
| 3 | Title of System or Information Collection: | NIAAA Basic Research Database System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | new |
| 5 | Unique Project Identifier Number: | n/a |
| 6 | System of Records Number: | 09-25-0200 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | n/a |
| 8 | Other Identifying Number(s): | n/a |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system collects and acquires data from the hospital information system and Institute's laboratories: 42 U.S.C. 241, 42 U.S.C. 290dd-2, 42 CFR Part 2, and where applicable, no disclosures will be made inconsistent with an authorization of confidentiality under 42 U.S.C. 241 and 42 CFR Part 2a |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Data collected for research purposes. Data is in compliance with IC's protocol that determines the type of data and how the data is collected. |
| 11 | Explain why the information is being collected. | The information is collected for research protocols |
| 12 | Identify with whom the agency will share the collected information | The information is shared within the Institute |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Basic Resear DB Sys-NIAAA

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Data collected is obtained from subjects who sign written consent forms</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Information is stored on a secured server</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Data is retained throughout the life of the protocol. Patient data is not destroyed</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEB-NIMH

Question:

Response:

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|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 | OPDIV: | NIH NIMH Behavioral Endocrinology Branch |
| 3 | Title of System or Information Collection: | NIMH Behavioral Endocrinology Branch (BEB) |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 | Unique Project Identifier Number: | |
| 8 | System of Records Number: | |
| 9 | OMB Information Collection Approval Number and Expiration Date: | |
| 10 | Other Identifying Number(s): | |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Clinical Informatics database with a web client interface. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Clinical research data is collected from the administration of various clinical instruments. This data are then analyzed for possible association with endocrine related mood disorders. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEB-NIMH

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- 15 Identify with whom the agency will share the IIF.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- 19 Describe plans for retention and destruction of IIF.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEB-NIMH

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEES

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	HHS/NIH/OD/ORS
3 Title of System or Information Collection:	Behavior and Environmental Enrichment System (BEES)
4 Is this system or information collection new or is an existing one being modified?	Existing, under development
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-26-02-3301-00-405-143
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Record and report animal behavior data.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	No PII data are collected.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEES

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|----|--|-----|
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BEES

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BPBpd-NIMH

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	HHS/NIH/NIMH
3 Title of System or Information Collection:	Biological Psychiatry Branch Database (BPBpd)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a database that is used for the organization and retrieval of patient information for research purposes. This system falls under the jurisdiction of NIH: Public Health Service Act, Section 301.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The information collected from individuals will include name, DOB, address and phone numbers, study identification and hospital numbers, as well as medical and demographic information. This information will be used to study treatment modalities for Bipolar and Unipolar Mood Disorders

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BPBpd-NIMH

- 13 **Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.** Only information deemed necessary to conduct safe and ethical research studies that address the scientific question are collected.
- 14 **Explain why the IIF is being collected, maintained, or disseminated.** The information is collected for research purposes only. Research into new treatments for mood disorders will benefit many individuals with psychiatric illness.
- 15 **Identify with whom the agency will share the IIF.** There is no sharing of information with any other agency.
- 16 **Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.** The information is obtained via verbal, written and medical procedures. Individuals with psychiatric conditions contacting NIH for treatment will be asked to participate in research studies, and only after informed consent is acquired, data collection ensues under an NIH approved protocol. Principle investigators will describe the procedures, benefits, risks, and the voluntary nature of participation to the individuals as part of the informed consent process. This information is collected in accordance with the guiding principles described in Ethical Principles and Guidelines for the Protection of Human Subjects of Research. Information gleaned from these studies that is published in professional journals will have any identifiable information removed to protect the confidentiality of the individuals.
- 17 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** No information from children will be part of this database system.
- 18 **Describe how the IIF will be secured.** The information will be stored in locked file cabinets (paper form), and on a secured computer with a security system (electronic form). All access to storage sites is via guards, identification badges and locked doors, and in the case of computer systems, via password protected secure computers. Whenever possible, identifying information is replaced with codes, which are stored in a separate location.
- 19 **Describe plans for retention and destruction of IIF.** Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743. Typically, data retention complies with the standard 7 years after publication. Destruction involves security shredding of paper and deletion of computer files. All computers that are surplus undergo a hard-disk erasure at NIH approved facility.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: BPBpd-NIMH

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

This information system falls under the existing NIH Privacy Act system of records 09-25-0200.

21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Bridges-NIGMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-18
2 OPDIV:	HHS/NIH/NIGMS
3 Title of System or Information Collection:	Bridges
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-27-02-5111-00-500-200
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIGMS-0001
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Bridges system provides the ability to collect contact information for institutions participating in the Bridges program. These are grant data that are not captured in the enterprise extramural system.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The data include institutional contact information, which is used to maintain contact with grantees under the Bridges mechanism. This system does not contain any Personally Identifiable Information.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Bridges-NIGMS

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- 15 Identify with whom the agency will share the IIF.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- 19 Describe plans for retention and destruction of IIF.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Bridges-NIGMS

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Bud Manag Supp Sys-NIEHS

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-12 |
| 2 | HHS Agency (OPDIV): | NIH\NIEHS |
| 3 | Title of System or Information Collection: | NIH NIEHS Budget Management Support Systems |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-01-02-6299-00-302-129 |
| 6 | System of Records Number: | 09900024 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Small reporting and tracking applications to support management of budget and FTEs. The authority is the same as NIH's budget system. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The data is downloaded from NIH systems. Local information is added and processed. There is no information collected that is not required for local budgetary utilization. Private personnel information is not added to the system by NIEHS budget applications. |
| 11 | Explain why the information is being collected. | |
| 12 | Identify with whom the agency will share the collected information | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Bud Manag Supp Sys-NIEHS

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CAMERA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-17
2 OPDIV:	HHS/NIH/NCCAM
3 Title of System or Information Collection:	CAMERA
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09 25 0036
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCCAM 004
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The purpose is to code and report on research projects. Authorized under 42 USC 287c-21.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Data is obtained from IMPACT II and populates CAMERA database.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CAMERA

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. Information collected is the minimum necessary to code and report on research projects.
- 14 Explain why the IIF is being collected, maintained, or disseminated. To code and report on research projects.
- 15 Identify with whom the agency will share the IIF. The information is for internal use only.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Information is obtained from NIH IMPACT II database. Because we do not add any new confidential information, notification would be addressed by the IMPAC II managers.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) No
- 18 Describe how the IIF will be secured. Servers and terminals are held in secure buildings. Servers and terminals are password protected and have limited access by few staff.
- 19 Describe plans for retention and destruction of IIF. Records are retained and disposed of under authority of the NIH Record Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 Keeping and Destroying Record (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. SOR: 09 25 0036
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CAMERA

- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Cancer.gov-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-12
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI Cancer Information Products & Systems Web Development (Cancer.gov)
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	: 009-25-01-27-02-4924-00
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-5
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Cancer.gov (http://cancer.gov) is the National Cancer Institute's (NCI) Web site, maintained by the Office of Communications, Cancer Information Products and Systems. The National Cancer Act of 1971 broadened the scope and responsibilities of the NCI and created the National Cancer Program, adding new information dissemination mandates. Specifically SEC.407 (b) (4) of the National Cancer Act authorizes NCI to: <input type="checkbox"/> collect, analyze, and disseminate all data useful in the prevention, diagnosis, and treatment of cancer, including the establishment of an international cancer research data bank to collect, catalog, store, and disseminate insofar as feasible the results of cancer research undertaken in any country for the use of any person involved in cancer research in any country. <input type="checkbox"/> Cancer.gov is the principal dissemination mechanism for information collected in this international cancer research data bank.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Cancer.gov-NCI

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. No PII is collected.
- 11 Explain why the information is being collected.
- 12 Identify with whom the agency will share the collected information .
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Cancer.gov-NCI

- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CareerHere

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-10 |
| 2 | HHS Agency (OPDIV): | HHS/National Institutes of Health |
| 3 | Title of System or Information Collection: | Career Here |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing system |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-4999-00 |
| 6 | System of Records Number: | 09-90-0018 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | |
| 8 | Other Identifying Number(s): | |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system is used in the recruitment process for federal jobs. The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Employment and educational information is included in addition to personal identifying information including name, address, email. |
| 11 | Explain why the information is being collected. | Collected via applicant input over the web. Collected in order to facilitate the recruitment and hiring process. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CareerHere

- 12 Identify with whom the agency will share the collected information .
- We may give information from your records to: training facilities, organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Information is collected from applicants for NIH positions. Applicants are provided with a written explanation of how their information will be used and who it will be used by on the web site.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- no
- 15 Describe how the information will be secured.
- This application is located behind an NIH firewall and is password/username protected.
- 16 Describe plans for retention and destruction of data collected.
- The information is kept per OPM record keeping requirements. Three years maximum retention period.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- No.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CareerHere

- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CB Clinical Trials-NCI

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI CB Clinical Trials - Bioinformatics |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-4917-00 |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-27 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Cancer Centralized Clinical Data System (C3DS) is leading the National Cancer Institute's (NCI) effort to create and distribute information technology infrastructure to support the conduct all aspects of NCI's supported clinical trials. Public Health Act, Title 42, Chapter 6A, Subchapter III, Part C, Subpart 1, Sec. 285, Sec. 285A And 44 U.S.C. 3101 |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | No PII is collected. The C3DS will collect clinical trial data for efficacy analysis and safety monitoring. |
| 11 | Explain why the information is being collected. | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CB Clinical Trials-NCI

- 12 Identify with whom the agency will share the collected information
.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CB Mouse Models-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-12
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NIH NCI CB Mouse Models
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-4919-00
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-30
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	NCI Center for Bioinformatics sponsors this activity; The NCI Mouse Models of Human Cancers Consortium (MMHCC) is a collaborative program designed to derive and characterize mouse models, and to generate resources, information, and innovative approaches to the application of mouse models in cancer research. In addition to the MMHCC initiative, the NCI sponsors numerous other projects to develop, analyze, and apply mouse cancer models. This NCI Mouse Model project provide the cancer research community with information about mouse models and mouse research generated by the MMHCC and other NCI-supported projects. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285 , Sec. 285a and 44 U.S.C. 3101



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CB Mouse Models-NCI

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. The system does not collect any PII.
- 11 Explain why the information is being collected.
- 12 Identify with whom the agency will share the collected information .
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CB Mouse Models-NCI

- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CBDB-NIMH

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	HHS/NIH/NIMH
3 Title of System or Information Collection:	Clinical Brain Disorders Branch Clinical Database (CBDB)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This database includes clinical data on research subjects studied at the NIH in the Clinical Brain Disorders Branch. The authorizing authority is NIH Public Health Service Act, Section 301.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CBDB-NIMH

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- We collect information when subjects apply to volunteer for research protocols approved by our Institutional Review Board. We use the information to study brain function and the biology of mental illness. Personal information collected from subjects who apply for entry into the research studies includes a limited amount of demographics, psychiatric and medical history and related clinical information. Personal information collected from subjects accepted into the research studies includes additional demographics, psychiatric and medical history and related clinical information, as well as developmental history, and a variety of measures of brain function.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- Brain function is complex and is affected by a number of variables. For valid scientific studies, we need to control for or take into account demographic, psychiatric, medical, and other clinical factors.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- This information is being collected to elucidate the neurobiology of schizophrenia
- 15 Identify with whom the agency will share the IIF.
- The information is not shared outside NIH.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Information is obtained from subjects who contact our recruitment department and from subjects who participate in our research protocols. Subjects are requested to provide us with this information for the purposes of evaluating their suitability for research and for the actual research itself. Regarding the recruitment material, patients and family members provide written and verbal descriptions of the illness and with copies of medical record. These are summarized in a written document and in a searchable database format. Subjects who are accepted into the protocol then sign an IRB approved consent form, which describes what information is to be collected. Participants are told that information they provide is confidential and will only be shared with members our research team.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- Information will not be collected on subjects under the age of 13.
- 18 Describe how the IIF will be secured.
- The information is stored in a password protected computer database, physically located in a locked research ward.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CBDB-NIMH

19 Describe plans for retention and destruction of IIF.

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1B "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 3000-G-3, which allows records to be kept as long as they are useful in scientific research. Collaborative Perinatal Project records are retained in accordance with item 3000-G-4, which does not allow records to be destroyed. Refer to the NIH Manual Chapter for specific conditions on disposal or retention instructions.

09-25-0200

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CCOP Admin DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	DCP CCOP Administration database
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-47
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Access database that maintains administrative data on Community Clinical Oncology Programs shared by analysts in the COPTG, DCP, NCI. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.)
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is collected
11 Explain why the information is being collected.	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CCOP Admin DB

- 12 Identify with whom the agency will share the collected information
.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CEDS

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | Cancer Ethics Data System (CEDS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | 09-90-0008 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-8 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Records in CEDS are used to determine whether an employee's financial interests or outside activities are in conflict with the employee's duties as a Federal employee. CEDS records actions taken to alleviate conflict of interest and to authorize official duty participation in travel and with non-federal entities to assure compliance with the law. Authority for maintenance of this system comes from Executive Order 11222. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Employment information from NIH personnel systems. The collected information will be used to assure compliance with the law in matters of conflicts of interest. |
| 11 | Explain why the information is being collected. | Information is collected to determine whether an employee's financial interests or outside activities are in conflict with the employee's duties as a Federal employee. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CEDS

- | | |
|--|---|
| 12 Identify with whom the agency will share the collected information | Information may be shared with agencies and inquiries as noted in SOR 09-90-0008. |
| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Data originally collected from employee is imported from NIH HRDB. Privacy Act Notification was given at time of collection. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No information will be collected directly from a child. |
| 15 Describe how the information will be secured. | Data and application security measures include user IDs and passwords, firewalls, VPN, least privilege access, IDS, locked server room, key cards, security guards. |
| 16 Describe plans for retention and destruction of data collected. | Records are retained until 2 years after the individual discontinues the activity for which approval was required, or until the individual leaves the Department, and are then destroyed. |
| 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | SOR 09-90-0008, Conflict of Interest Records, HHS/OS/ASPER |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Central Process & Distri

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-02-18
2 OPDIV:	HHS:NIH:CC
3 Title of System or Information Collection:	CC Central Processing & Distribution
4 Is this system or information collection new or is an existing one being modified?	Existing.
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-26-02-3014-00
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Information is collected pertaining to receipt, distribution and inventory of medical supplies within the Clinical Center. There is no Individually-Identifiable Information collected directly or indirectly or stored in the system
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Information collected includes identification numbers, volume, and description of supplies received and delivered to all patient care areas of the Clinical Center. Information is collected for inventory maintenance only and is limited to that functionality.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Central Process & Distri

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- 15 Identify with whom the agency will share the IIF.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- 19 Describe plans for retention and destruction of IIF.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Central Process & Distri

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CGAF

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | HHS Agency (OPDIV): | National Institutes of Health, Office of the Director, Office of Extramural Research |
| 3 | Title of System or Information Collection: | Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of PHS --Consolidated Grant Application File (CGAF) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | No Change |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | 09-25-0156 |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system is a PI derived umbrella system comprising records used in different evaluation studies. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | There are several sources: ERA/IMPAC II, Survey of Earned Doctorate and Survey of Educational system. |
| 11 | Explain why the information is being collected. | Data collection supports the NIH mission. Data are used to evaluate programs. |
| 12 | Identify with whom the agency will share the collected information . | Information shared with the Association of American Medical Colleges (AAMC) and NIH contractors |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CGAF

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>IMPAC II collected based on PI submitted information on the PHS 398 form.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A.</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Underdevelopment.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Underdevelopment.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>N/A</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CGAP-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-12
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI Cancer Genome Anatomy Project (CGAP)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-4916-00
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-25
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	NCICB sponsors this activity. The goal of the NCI's Cancer Genome Anatomy Project is to determine the gene expression profiles of normal, precancer, and cancer cells, leading eventually to improved detection, diagnosis, and treatment for the patient. By collaborating with scientists worldwide, such as the Ludwig Institute for Cancer Research and Lund University, CGAP seeks to increase its scientific expertise and expand its databases for the benefit of all cancer researchers. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285 , Sec. 285a and 44 U.S.C. 3101
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	The system does not collect any PII.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CGAP-NCI

- 11 Explain why the information is being collected.
- 12 Identify with whom the agency will share the collected information
.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Chemo Sci & Reg DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2020-00-06
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	DCP Chemoprevention Scientific and Regulatory database
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-44
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Access database that maintains data on DCP's prevention research program. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.)
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is collected
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Chemo Sci & Reg DB

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CHP-NIMH

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	HHS/NIH/NIMH
3 Title of System or Information Collection:	Child Psychiatry Branch Database (CHP)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	NIH Public Health Services Act, Section 301. Collected data is required to clinically treat inpatients participating in Child Psychiatry Branch protocols in addition to analysis of the underlying mechanisms thought to be involved in manifestation of the disease processes.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CHP-NIMH

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

Biochemical, physiological, psychological measures and medical records are collected. This data is used to examine etiology, treatment options, medication response, and longitudinal outcome for childhood-onset schizophrenia, ADHD, Klinefelters Syndrome and other disorders.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

Collected data is required to clinically treat inpatients participating in Child Psychiatry Branch protocols in addition to analysis of the underlying mechanisms thought to be involved in manifestation of the disease processes.
- 14 Explain why the IIF is being collected, maintained, or disseminated.

The collected information is required in order to be able to conduct research on the mechanisms of the disease processes within the guidelines of NIMH approved research protocols.
- 15 Identify with whom the agency will share the IIF.

No personally identifiable information is released to any entities outside of the Child Psychiatry Branch. Data/samples coded with confidential numbers may be sent to outside labs for analysis.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

Information is collected directly from subjects and family members. Signed informed consent and assent is collected from all subjects and family members witnessed of a patient advocate. Copies of research protocols are provided to all participants and all cooperation is completely voluntary. The consent process involves face-to-face meetings with CHP staff, subjects, and patient advocates. The meeting and the protocol consents hard copies all list the type of data/specimens that will be collected and stress the voluntary and confidential methods for use.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

No.
- 18 Describe how the IIF will be secured.

Password, firewall protected, network and systems located in securely locked room and building
- 19 Describe plans for retention and destruction of IIF.

Information is retained and destroyed according to federal rules governing long-term storage as describe by the Federal Records Center and by NIH Manual Chapter 1743 3000-G-3-b
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

09-25-0200



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CHP-NIMH

- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CIO &Info Sys Secur-NIEHS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	0000-00-00
2 HHS Agency (OPDIV):	NIH\NIEHS
3 Title of System or Information Collection:	NIH NIEHS Chief Information Officer and Information System Security
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-03-01-02-6299-00-304-104
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	CIO and ISSO functions. Not a system.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	N/A
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information .	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CIO &Info Sys Secur-NIEHS

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CLEARANCE

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-09
2 HHS Agency (OPDIV):	HHS/NIH/FIC
3 Title of System or Information Collection:	State Department Clearance Tracking
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	FIC002-CLEARANCE
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This information is used to get State Dept clearance for NIH research overseas, and we use it to track and report NIH spending in other countries. Legislation authority <input type="checkbox"/> PHS Act Section 482.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CLEARANCE

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| <p>10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.</p> | <p>Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. Data collected includes the information that is contained in the NIH form 1820, including the grant number, title, funding information, PI names and institutions, funding IC, duration, countries involved, and whether the grant is HIV/AIDS-related. We use this database to create the FIC annual report (which is shared with each IC), cables (which are sent to the State Department to get foreign clearance), and country pages (which we distribute to USG officials and also to visitors to NIH, including foreign government officials). Cables and country pages also contain the research objectives from the form 1820, and may contain information from the grant app and summ statement. Country pages do not contain project numbers or PI names; they just list the institutions, a brief description of the research, and the fiscal years the project is funded.</p> |
| <p>11 Explain why the information is being collected.</p> | <p>N/A</p> |
| <p>12 Identify with whom the agency will share the collected information .</p> | <p>N/A</p> |
| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>N/A</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>N/A</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>N/A</p> |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CLEARANCE

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| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Res Drug Abuse Study

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIH/NIDA
3 Title of System or Information Collection:	Clinical Research to Support Drug Abuse Studies, HHS/NIH/NIDA
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0209
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NIDA 4
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system conducts research on the pharmacology, toxicology, and behavioral characteristics of drugs of abuse alone or in combination with proposed treatment drugs. Public Health Service Act, sections 301, 464p, and 405(42 U.S.C. 241 AND 284).
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	The agency will collect demographic data, treatment outcome data, treatment process data, client locator information, and personal identifiers (name and assigned numerical identifier). This data collected is the minimum necessary to conduct the drug abuse research studies.
11 Explain why the information is being collected.	To maintain information on the safety and effectiveness of drugs for treatment of drug dependence with or without abuse potential in various treatment environments and modalities and changes in the behavior and characteristics of drug abusers who received these substances as part of their treatment regimen.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Res Drug Abuse Study

- 12 Identify with whom the agency will share the collected information . This information will be shared with NIH contractor(s) and/or interagency collaborators such as the Department of Veterans Affairs.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Voluntary clients of Federally funded and other drug abuse treatment programs who have requested to receive investigational new or marketed drugs are covered by the system. The information is collected through interviews and assessment forms from the individuals. The records are indexed and retrieved by subject-participants name code (i.e. initials-not name) and unique numerical identifier. All data collected under this system is received and handled according to the terms of participant consent which is reviewed and approved by local institutional review boards that oversee each individual study.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) N/A
- 15 Describe how the information will be secured. Authorized users: For all studies, the System Manager or Federal Project Officer and only authorized contract staff have access to the records (computerized and hard copy files) in the system. The contractor provides only aggregate data in reports to NIDA, FDA, or the public. Only the NIDA personnel mentioned previously and selected authorized contract staff, have access to the stored records. For the study records, the contractor(s) store individually identified forms in a locked room with controlled entry, (i.e., only on written authority of the professional staff member in charge of data handling and processing). Access to the computerized records of the studies is protected by a computerized password routine which is changed periodically.
- 16 Describe plans for retention and destruction of data collected. NIDA will destroy identifiable information by shredding or burning when it is no longer needed for analysis or research purposes; then the tapes, and/or other electronic media will be erased. NIDA will destroy individual identification and match-up information from other studies by shredding or burning five years after FDA completes the review and approves the new drug applications or when they are no longer needed for research purposes.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. The system of records number, under which the records are created, is 09-25-0209.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Res Drug Abuse Study

- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Res Stu Records

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-09
2 HHS Agency (OPDIV):	Health and Human Services, National Institutes of Health, Office of the Director, Office of Intramural Research, Office of Education (HHS/NIH/OD/OIR/OE)
3 Title of System or Information Collection:	Clinical Research: Student Records, HHS/NIH/OD/OIR/OE
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0014
7 OMB Information Collection Approval Number and Expiration Date :	0925-0299 (2/28/06)
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Office of Education (OE) is engaged in recruitment, placement, retention, support and tracking of trainees at all levels. The linchpin for the receipt of applications is an electronic application that is connected to a 2300 page website describing a range of intramural training opportunities. The NIH is authorized to conduct research training for which fellowship support is not provided under Section 487 of the PHS Act and which is not residency training of physicians or other health professionals [42 U.S.C. 282(b)(13)]. Clinical training is permitted under [42 U.S.C. Sections 209(g) and 209(h) and 42 C.F.R. Part 61B].

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Res Stu Records

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**
- The electronic application system collects information necessary to evaluate the qualifications of individuals who seek intramural research training opportunities at the NIH. These fields include the following: name, month and date of birth, email address, permanent address, telephone number, veteran status, citizenship status, institutional affiliations, courses completed and grades earned, grade point average (GPA), academic major and a resume or curriculum vitae. In addition, applicants are asked to submit a cover letter outlining their research interests and career goals as well as reasons for applying for training at the NIH. Also, applicants are asked to indicate their preferences regarding scientific interests and medical entity or disease categories. Letters of Reference are entered electronically. Candidates also have the option of voluntarily responding to questions regarding Race and National Origin (RNO). This data is collected in aggregate.
- 11 Explain why the information is being collected.**
- Information is collected in order to match candidates for intramural training with research opportunities in NIH intramural programs.
- 12 Identify with whom the agency will share the collected information**
- Information will be shared with NIH staff authorized to review applicants for intramural training programs.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- Information will be collected through a web-based electronic application system. Applicants are provided with a link to the following Privacy Act Notification Act Statement. Collection of this information is authorized under 42 USC 284(b)(1)(c); and 287c-1. The primary use of this information is to evaluate your qualifications for research training at the National Institutes of Health. Additional disclosures may be made to law enforcement agencies concerning violations of law or regulation. Application for this program is voluntary, however, in order for us to process your application, you must complete the required fields. Applicants are also informed that questions regarding the collection of Race and National Origin (RNO) data is strictly voluntary.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- Not applicable.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Res Stu Records

- 15 **Describe how the information will be secured.** The IT contractor is required to adhere to the security guidelines contained in the DHHS Automated Information Systems Security Program (AISSP) Handbook. Software development is performed on a shared NIH server residing inside the NIH firewall. Development will occur on specific servers maintained by the NIH Office of Information Technology. All contract employees are subject to a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC).
- 16 **Describe plans for retention and destruction of data collected.** The Office of Education (OE) will ensure that data collected will be retained and destroyed according to the NIH Records Control Schedule which contains specific instructions regarding how long records of any type will be kept and what will be done with them after the specified period.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** The existing Privacy Act System of Records is 09-25-0014 entitled Clinical Research : Student Records, HHS/NIH/OD/OIR/OE.
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):**
- 19 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):**
- 20 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):**



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Resear DB Sys-NIAAA

Question:

Response:

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|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NIAAA |
| 3 | Title of System or Information Collection: | NIAAA Clinical Research Database System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | new |
| 5 | Unique Project Identifier Number: | n/a |
| 6 | System of Records Number: | 09-25-0200 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | n/a |
| 8 | Other Identifying Number(s): | n/a |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system collects and acquires data from the hospital information system and Institute's laboratories: 42 U.S.C. 241, 42 U.S.C. 290dd-2, 42 CFR Part 2, and where applicable, no disclosures will be made inconsistent with an authorization of confidentiality under 42 U.S.C. 241 and 42 CFR Part 2a |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Data collected for research purposes. Data is in compliance with IC's protocol that determines the type of data and how the data is collected. |
| 11 | Explain why the information is being collected. | The information is collected for research protocols. |
| 12 | Identify with whom the agency will share the collected information | The information is shared within the Institute |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Resear DB Sys-NIAAA

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Data collected is obtained from subjects who sign written consent forms.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Information is stored on a secured server</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Data is retained throughout the life of the protocol. Patient data is not destroyed</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Trial Inter Acces DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	0000-00-00
2 HHS Agency (OPDIV):	HHS-NIH-NIDCR
3 Title of System or Information Collection:	Clinical Trial Internet Accessible Database
4 Is this System or Information Collection new or is an existing one being modified?	NA
5 Unique Project Identifier Number:	NA
6 System of Records Number:	NIH 09-25-0200
7 OMB Information Collection Approval Number and Expiration Date :	NA
8 Other Identifying Number(s):	NIDCR-4.doc.
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Information is used to document, track, monitor and evaluate NIDCR clinical research activities
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Data collected will serve as the central repository of all clinical and basic data obtained from study participants with fibrous dysplasia of bone and McCune-Albright Syndrome.
11 Explain why the information is being collected.	Information collected is used to document and monitor clinical activities.
12 Identify with whom the agency will share the collected information .	NA

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Clin Trial Inter Acces DB

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>NA</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>NA</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Records are safeguarded in accordance with standard security measures.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Retention and destruction are in accordance with NIH Records Control Schedule.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CMAP-NCI

Question:

Response:

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|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-12 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI Cancer Molecular Analysis Project (CMAP) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-4922-00 |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-26 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | NCICB sponsors this activity. CMAP system provides user a way to see data that is directly relevant to a particular kind of cancer and allows a user to select a specific combination of tissue and disease, e.g. "brain, astrocytoma". A set of software tools developed to query and retrieve data, such as pathways and ontologies (CMAP Ontology and GO Ontology). Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a and 44 U.S.C. 3101 |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The system does not collect any personal public or private information. |
| 11 | Explain why the information is being collected. | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CMAP-NCI

- 12 Identify with whom the agency will share the collected information
.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CMBB Trainee Supp-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-04-21
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI CMBB Trainee Supplements
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-20
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system is used to provide metrics to assess the success rate of the NCI Comprehensive Minority Biomedical Branch (CMBB) program and to provide grantees information about other training opportunities. Authority for maintenance of the system is per SOR 09-25-0036: 5. U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Demographic information is collected from the individual during the grants application process. The PII that the system directly collects is that concerned with the grants application process, including name, social security number, mailing address, phone number. In addition, as this is the grants program of the NCI Comprehensive Minority Biomedical Branch, race, ethnicity, and gender information is also collected. The system also populates routine grants information from the NIH IMPACII system.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CMBB Trainee Supp-NCI

- 11 **Explain why the information is being collected.** This demographic information is collected as a part of the standard NIH grants application process. It is also used to provide metrics to judge the success of the NCI Comprehensive Minority Biomedical Branch in fulfilling its mission to help grantees become competitive researchers over time. In addition, CMBB sends each new minority trainee a Personal Data Sheet attached to collect address and contact information which is used to add the trainees to a mailing list to receive updates from CMBB about funding opportunities. The Personal Data Sheet is optional for the trainee
- 12 **Identify with whom the agency will share the collected information** . For internal use only. There are no plans to share this information.
- 13 **Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.** Demographic data is collected directly from individuals during the grants application process. Additional grants information will be obtained from the NIH grants systems (NIH IMPACII).
- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** There is no information collected directly from the public including children.
- 15 **Describe how the information will be secured.** The information is secured via access restrictions including database roles, passwords, and firewall. There is also physical security in place for the servers consisting of guards, cardkeys, cipher locks and storage of backup files at a different physical location.
- 16 **Describe plans for retention and destruction of data collected.** Data will be maintained per retention and disposal section of SOR 09-25-0036
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** The existing system of records is SOR 09-25-0036

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CMBB Trainee Supp-NCI

- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: COOP Protocol Review DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-01
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	DCP CCOP Protocol Review database
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-49
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Access database on shared DCP network that maintains information on Community Clinical Oncology Program protocols for COPTRG, DCP, NCI. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.)
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is collected
11 Explain why the information is being collected.	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: COOP Protocol Review DB

- 12 Identify with whom the agency will share the collected information
.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Correspondence Track Sys

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 OPDIV:	HHS/NIH/CSR
3 Title of System or Information Collection:	CChild Psychiatry Branch Database (CHP)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CSR-4
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Tracks correspondence to/from CSR Director's Office. Authorized by Section 301 of the PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	No PII information is collected.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Correspondence Track Sys

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Correspondence Track Sys

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Council Mem DB-NIGMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-18
2 OPDIV:	HHS/NIH/NIGMS
3 Title of System or Information Collection:	NIGMS Council Member DB
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-27-02-5111-00-500-200
8 System of Records Number:	09-25-0036
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIGMS-0012
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The NIGMS Council Member DB is used to collect and maintain contact information for NIGMS National Advisory General Medical Sciences (NAGMS) council members. NIGMS and its contractors will use the data to contact council members and send them materials prior to council meetings. Information in this system is protected by the Privacy Act as part of NIH system of records 09-25-0036, and its collection is authorized by 42 U.S.C. 284a, section 406 of the Public Health Service Act, as amended.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Council Mem DB-NIGMS

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- Data includes name home phone number and address information. These data are used in contacting council members and sending them materials associated with council duties.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- Only data required for maintaining contact information is collected.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- To maintain current and historical information pertaining to the establishment of chartered advisory committees of the National Institutes of Health and the appointment of their members. These data are used in contacting council members and sending them materials associated with council duties.
- 15 Identify with whom the agency will share the IIF.
- The data collected is made available to those outside the NIH only as required by law.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Data is collected from the council members through phone calls and/or email.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No
- 18 Describe how the IIF will be secured.
- Regular access to information is limited to NIGMS staff who are collecting the information or sending materials. Developers and/or Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. Access to the data is restricted by role based security, accounts, and passwords. The database is protected within a locked facility with cipher locks and controlled access.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Council Mem DB-NIGMS

19 Describe plans for retention and destruction of IIF.

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes.

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

System of Records notice: 09-25-0036

21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CPD-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	Data Management Service
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0200
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-7
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This contract is in support of Cancer Diagnosis Program specimen resource activities as authorized under Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a; 45 CFR 46
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	The contractor independently receives de-identified data or minimal datasets with data use agreement from cooperative agreement funded participants in NCI supported human specimen resources and makes de-identified subsets of that data available to researchers using the specimens. The data to be collected was carefully defined to be the minimum data needed to satisfy the research needs of the majority of researchers who would be using the collections.
11 Explain why the information is being collected.	The data is being collected to support research activities using banked human specimens.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CPD-NCI

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| <p>12 Identify with whom the agency will share the collected information .</p> | Subsets of the data will be provided to researchers as unidentified or HIPAA de-linked datasets related to the specimens that they receive from NCI supported specimen resources. |
| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | Information is being provided from the records of cooperative agreement funded institutions participating in NCI funded human specimen resources. The purposes and procedures of these activities have been reviewed by institutional review boards and deemed appropriate. For living patients, the IRBs have, in general, waived the need for consent based on the requirements of 45 CFR 46 and the use of de-identification or limited dataset with data use agreements under the DHHS the Privacy Rule. |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | Information will not be collected from children under age 13 on the Internet |
| <p>15 Describe how the information will be secured.</p> | Information is maintained in a secure server with no connection to the Internet. |
| <p>16 Describe plans for retention and destruction of data collected.</p> | Retention and disposal is according to SOR 09-25-0200. Data will be maintained until such time as associated human tissue specimens are no longer maintained in the collection. |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | The existing system of records is SOR 09-25-0200 |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: C-RADS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-16
2 HHS Agency (OPDIV):	HHS/NIH
3 Title of System or Information Collection:	Commercial Rate Agreement Services (C-RADS)
4 Is this System or Information Collection new or is an existing one being modified?	New 10/2002
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-90-0024
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	C-RADS provides a secured Web based distribution system of Indirect Cost Rate Agreements with commercial organizations to HHS/Federal Government employees with a bone fide need to access the information.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	The system does not collect any personally identifiable information.
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: C-RADS

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) No, N/A
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-01
2 OPDIV:	NIH
3 Title of System or Information Collection:	Clinical Research Information System (CRIS) Core
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	Y
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Karen Plá, NIH Privacy Act Coordinator
7 Unique Project Identifier Number:	009-25-01-26-01-3006-00
8 System of Records Number:	09-25-0099
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CC-1
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system supports clinical care and research at the NIH. This activity is authorized by Section 301 of the Public Health and Safety Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Patient information collected by the NIH is described in the NIH System of Record 09-25-0099. The information contains IIF and the submission is voluntary.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRIS

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| 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | The system collects the minimum patient data necessary to support clinical care and support research. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | Patient data is collected to support clinical care and support research. |
| 15 Identify with whom the agency will share the IIF. | The Mayo Clinic. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is obtained from patient interviews, referring physicians, a multi-disciplinary care team, and diagnostic, therapeutic, and research results. Admission, protocol, and information practices notification consent forms are signed by each patient. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 18 Describe how the IIF will be secured. | The system and all contained data are protected using administrative, technical, and physical security and privacy controls. |
| 19 Describe plans for retention and destruction of IIF. | Primary patient data is retained permanently in the CRIS Core system. All backup data destruction and ancillary system data destruction is compliant with the NIH system/data sanitization policy. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The NIH SOR 09-25-0099 was created under the Privacy Act. |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Signed by: Timothy J. Wheelles NIH Privacy Act Officer 09/22/04 |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Not yet signed by: Suzanne J. Servis Designee for NIH Director |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRIS

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

Not yet signed by: Alan Graeff NIH Chief Information Officer



U.S. Department of Health and Human Services



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRISP

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-26 |
| 2 | OPDIV: | HHS/NIH/OER |
| 3 | Title of System or Information Collection: | Computer Retrieval of Information on Scientific Projects (CRISP) |
| 4 | Is this system or information collection new or is an existing one being modified? | existing |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 | Unique Project Identifier Number: | N/A |
| 8 | System of Records Number: | 09-25-0036 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 | Other Identifying Number(s): | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRISP

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- . CRISP (Computer Retrieval of Information on Scientific Projects) is a searchable database of federally funded biomedical research projects conducted at universities, hospitals, and other research institutions. The database, maintained by the Office of Extramural Research at the National Institutes of Health, includes projects funded by the National Institutes of Health (NIH), Substance Abuse and Mental Health Services (SAMHSA), Health Resources and Services Administration (HRSA), Food and Drug Administration (FDA), Centers for Disease Control and Prevention (CDCP), Agency for Health Care Research and Quality (AHRQ), and Office of Assistant Secretary of Health (OASH). Users, including the public, can use the CRISP interface to search for scientific concepts, emerging trends and techniques, or identify specific projects and/or investigators.
- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.**
- Division of Research Documentation (DRD) is responsible for indexing and retrieving the scientific contents of awarded U.S. Public Health Service (PHS) research grants, research contracts, and intramural projects. These records represent the CRISP system, NIH's central scientific information database on funded research projects. DRD indexing involves the analysis of documents that reflect detailed information on proposed and current biomedical research. The task of selecting appropriate indexing terms requires expert judgment because much of the proposed work is innovative and untried. In order to identify the scope and intent of the research, applications must be reviewed and the most suitable indexing terms selected from the CRISP Thesaurus, DRD's controlled vocabulary of indexing terms.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- Information is collected to provide a wide range of users with scientific information in a timely, comprehensive, useful, and reproducible manner.
- 15 Identify with whom the agency will share the IIF.**
- Information is accessible to biomedical researchers, administrators, and general public

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CRISP

- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Information is obtained from U.S. Public Health Service (PHS) research grants, research contracts, and intramural projects. The Investigator is notified that if the application is funded, then the description will be come public information.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information is collected from children
- 18 Describe how the IIF will be secured.
- Information is secured according of guidelines for the NIH eRA system
- 19 Describe plans for retention and destruction of IIF.
- Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes. Refer to the NIH Manual Chapter for specific disposition instructions.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- NIH Privacy notice <http://www.nih.gov/about/privacy.htm>
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Internet

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 OPDIV:	HHS/NIH/CSR
3 Title of System or Information Collection:	CSR Internet
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-27-02-3204-00-305-109
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CSR-3
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Provides information on CSR work to the general public. Authorized by Section 301 of the PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	No PII information is collected.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Internet

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Internet

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Intranet

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 OPDIV:	HHS/NIH/CSR
3 Title of System or Information Collection:	CSR Intranet
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-27-02-3204-00-305-109
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CSR-2
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Provides information on CSR work to CSR and NIH staff. Authorized by Section 301 of the PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	No PII information is collected.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Intranet

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Intranet

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Mark Sense Score Sys

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 OPDIV:	HHS/NIH/CSR
3 Title of System or Information Collection:	Mark Sense Scoring System
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0036
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CSR-6
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Reads scores from mark sense forms and loads scores into IMPACII. Authorized by Section 301 of the PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Name and institution at which applicant is employed is downloaded from IMPAC II and printed on mark sense score sheets.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Mark Sense Score Sys

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| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | No other identifying data other than name and employing institution is downloaded. |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | The printed score sheets are used by reviewers to record scores of reviewed applications. |
| <p>15 Identify with whom the agency will share the IIF.</p> | This information is not shared from this system. |
| <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | The information is obtained from the IMPAC II system of records. |
| <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | No. |
| <p>18 Describe how the IIF will be secured.</p> | Access to the information restricted by userid and password. |
| <p>19 Describe plans for retention and destruction of IIF.</p> | After upload of the scores, the information is deleted. |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | Extramural Awards and Chartered Advisory Committees (IMPAC2) Contract Information (DCIS), and cooperative Agreement Information. |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CSR Mark Sense Score Sys

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CTEP

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-01
2 OPDIV:	NIH
3 Title of System or Information Collection:	NCI CTEP Enterprise System (CTEP-ESYS)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	Y
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Karen Plá, NIH Privacy Act Coordinator
7 Unique Project Identifier Number:	009-25-01-26-02-4902-00-110-219
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCI-14

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CTEP

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- The Cancer Therapy Evaluation Program Enterprise System (CTEP-ESYS) project is the primary data collection mechanism for NCI's vast clinical trials program. CTEP-ESYS collects safety and clinical results data on 1,500 ongoing cancer clinical trials (trials not yet completed) that monitor more than 30,000 patients per year in more than 17 disease areas. Data reporting and analysis in real time is critical to ensuring adequate monitoring of the ongoing clinical research. Timely data reporting and analysis also assures effective planning for the required successor studies, thus accelerating the evaluation of promising new agents and regimens for patients with cancer. Legislation authority is the Public Health Service Act (42 U.S.C . 241, 242, 248, 282, 284, 285a-j, 285l-q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C . 3101.)
- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.**
- The types of data used are scientific and health data about cancer clinical trials, including clinical and pre-clinical data with associated regulatory and administrative supporting information. A variety of different types of information is collected from multiple sources. The information is used to assure patient safety, for scientific decision making, drug distribution, regulatory oversight (i.e., investigator registration; trial audits), and to facilitate administrative operations. In all cases, the minimal data set has been identified to meet mission needs. IIF includes social security number. Patient confidentiality and proprietary information concerns are addressed prior to any data transfer. To ensure all confidentiality and privacy requirements are met as prescribed by law, only non-IIF summary information is provided to the public, and that summary information is released only after review and authorization by the NCI Public Information Officer. In addition, data requests from non-CTEP sources must first be reviewed and approved by the CTEP Regulatory Affairs Branch (RAB). Patient participation in CTEP clinical trials is voluntary and participants in CTEP clinical trials sign an informed consent.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- The information is the minimum required to assure patient safety and for valid scientific decision making, regulatory oversight (i.e., investigator registration; trial audits) and to facilitate administrative operations. In all cases, the minimal data set has been identified to meet mission needs and IIF has been kept to a minimum.
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- The information is collected to assure patient safety and to meet the scientific, regulatory, administrative, and operational program mission.
- 15 Identify with whom the agency will share the IIF.**
- Patient data may be shared with the FDA. Investigator information may be shared with FDA and NCI Cooperative Groups responsible for the day-to-day trial oversight of clinical trials.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CTEP

- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**

Patient data is provided by scientific investigators. Patients participating on CTEP trials sign an informed consent. HIPPA regulations are addressed by local organizations. Investigator/associate data is primarily provided directly from the individual.

No personal information will be collected from children under age 13 on the Internet.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CTEP

18 Describe how the IIF will be secured.

Individually identifiable data is maintained in a secure database. Information for release is only at a summary level and has been reviewed by subject matter experts. The NCI Public Information Officer reviews and approves the release of any information to ensure that proper procedures have been followed to ensure the quality of the data and the appropriateness of its release in accordance with government-wide and agency policies. Information is secured by a number of technical and administrative controls. Routine access is restricted to NCI CTEP employees and contractors only according to the principal of least privilege by the use of user name and password access controls. Additional technical and administrative controls are also employed, including firewalls, virtual private networks, encryption, etc. A NIST 800-26 self-assessment is complete and the Certification and Accreditation (C&A) is scheduled for completion December 15, 2004 according to the HHS/NIH timetable. The C&A program follows guidance set forth in the HHS AISSP, HHS C&A Guide, NIH IT security and C&A policies and directives, and various OMB and NIST policy and guidance documents. The CTEP-ESYS staff monitors system access for intrusion detection and reviews audit logs to identify inappropriate browsing or inappropriate database access. Computer security incidents are referred to the NIH Incident Response Team (NIH IRT). The NIH IRT investigates computer security incidents, characterizes the nature and severity of the incidents, and when appropriate, provides diagnostic and corrective actions. The NIH IRT reports incidents to the DHS FedCIRC through the HHS IT security office. Contractors and employees are required to comply with security requirements defined by law and policy. Security requirements for contractors are guided by: HHS Personnel Instruction 731-1, Personnel Security/Suitability Program; NIST Special Publication 800-18, the Guide for Developing Security Plans for Information Technology Systems; NIST Special Publication 800-16, Information Technology Security Training Requirements; the HHS Personnel Security/Suitability Handbook; the HHS AISSP Handbook; other administrative procedures; and contract clauses. Contractors are required to have employment suitability determinations, National Agency Checks, credit checks, and/or background investigations, commensurate with the position, prior to start of contract work at the NIH. Contractors are also required to sign an NIH non-disclosure agreement prior to being given access to CTEP-ESYS. Contractors must take the NIH security awareness training or an equivalent course. The CTEP-ESYS project manager/COTR ensures contractor procedures are followed and verified and the contracting officer ensures the appropriate security requirements and clauses are incorporated in the contract along with mechanisms for measuring and ensuring compliance.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: CTEP

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| 19 Describe plans for retention and destruction of IIF. | Retention and destruction of IIF is handled per Privacy Act System of Record 09-25-0200. |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The Privacy Act System of Records Notice under which the records will be maintained is 09-25-0200, entitled "Clinical, Epidemiologic, and Biometric Studies of the National Institutes of Health (NIH), HHS/NIH/OD." |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Signed: Timothy J. Wheelles NIH Privacy Act Officer 09/22/04 |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Not yet signed by: Suzanne J. Servis Designee for NIH Director |
| 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Not yet signed by: Alan Graeff NIH Chief Information Officer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Ctr Grant Extension DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-24
2 HHS Agency (OPDIV):	HHS/NIH/NCRR
3 Title of System or Information Collection:	Center's Grant Extension Database NCRR Science Information System
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-4802-00
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The purpose is to code and report on research projects. The authority for the maintenance of this system is 5 U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288, 48 CFR Subpart 15.3 and Subpart 42.15.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Data is obtained from IMPAC II and populates this database. Information collected is the minimal necessary to code and report on research projects.
11 Explain why the information is being collected.	To code and report on research projects.
12 Identify with whom the agency will share the collected information .	The information is for internal use only. Summarized and consolidated information is used for Congressional submissions as well as provided to the public.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Ctr Grant Extension DB

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is obtained from the IMPAC II database. No new confidential information is added, therefore, notification would be addressed by the IMPAC II managers.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Servers and computer terminals are held in secure buildings, are password protected and accessible to limited staff on a need-to-know basis.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Records are retained and destroyed in accordance with the NIH Records Schedule when no longer needed for administrative purposes.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>09-25-0036</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

