

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DCTD DTP CIP-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 DCTD DTP CIP
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-27-02-4999-00-202-072
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-22
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is the NCI DCTD DTP CIP Program website. 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.	General Program and support information for grantees and clinical trial personnel. 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: DCTD DTP CIP-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: DEA Prog Coding Sys-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 DEA Program Coding System
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:	NA
7 OMB Information Collection Approval Number and Expiration Date :	NA
8 Other Identifying Number(s):	NCI-40
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Allows program staff to index their grant portfolios with a wide range of scientific and administrative codes and to maintain their coding schemes. 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.	System stores codes entered by NCI staff. 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: DEA Prog Coding Sys-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: DERT-NIEHS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-18
2 HHS Agency (OPDIV):	NIH/NIEHS
3 Title of System or Information Collection:	NIEHS Extramural Research Extension Systems
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-6299-00-202-069
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.	System provides functionality not available via central systems to support the mission of extramural research.
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.	PII type data is not COLLECTED via this system from persons, but rather is downloaded from the eRA IMPAC II enterprise database.
11 Explain why the information is being collected.	N-A
12 Identify with whom the agency will share the collected information .	Information stored in this system is not shared. Information is used primarily internally to the supported applications to aid in identifying NIH grantees

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DERT-NIEHS

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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>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>15 Describe how the information will be secured.</p> <p>16 Describe plans for retention and destruction of data collected.</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> | <p>PII data is obtained from the IMPAC II database. The PII portion of this grant related data is not altered or augmented. Only information related to the grant application is augmented and only NIEHS extramural program staff add this information.</p> <p>NO information is stored about individuals under age 13</p> <p>. Information is stored on a secure Oracle 9i database that is password protected and is behind the NIEHS firewall.</p> <p>Data is destroyed and refreshed from the enterprise system on a daily basis.</p> |
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HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DESK

<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 Enterprise System Knowledgebase (DESK)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	NA
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-45
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	A web-enabled, Oracle relational database management system that supports DCP's chemoprevention research activities. 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: DESK

- 12 Identify with whom the agency will share the collected information
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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.
- 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: Dir Challenge Mole-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 Director's Challenge Toward a Molecular Classification of Cancer
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-4918-00
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-28
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	NCI Center for Bioinformatics sponsors this activity; the goal is to challenge the scientific community to harness the power of comprehensive molecular analysis technologies to redefine tumor classification, moving from morphological to molecular classification. Defining and understanding the changes associated with individual tumors can identify patient subsets and be used to tailor treatment regimens. There are several software tools developed to support the activity. ·Gene Expression Data Portal (GEDP): This data portal that allows users to submit and search microarray experiments. ·Cancer Workbench (caWorkBench) is a suite of software tools for loading, visualizing and analyzing gene expression data. 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: Dir Challenge Mole-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: Dir Challenge Mole-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: DISCS

<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:	Drug Inventory Supply and Control System (DISCS), 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:	09-25-0210
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NIDA 3
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Development, maintenance of program to control inventory of research drugs. Public Health Service Act, sections 301, and 405(42 U.S.C. 241 AND 284); Controlled Substances Act of 1970 (21 U.S.C. 801 et seq.).
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.	Types of information contained in the records are: researchers name, registration numbers, business address (location of research project) and telephone number, requests for substance(s), name and amount of each compound requested and shipped, dates material is shipped and received, shipment numbers, and order form numbers. Data collected are the minimum necessary to conduct the research.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DISCS

- 11 **Explain why the information is being collected.** While the records in this system are research project-related, they support the eligibility of individual researchers to receive drugs of abuse. The purpose of the system is to facilitate operation of the DISCS which is a centralized research support service through which the United States Government supplies controlled and non controlled substances to the national and international scientific community for research purposes.
- 12 **Identify with whom the agency will share the collected information .** This information will be shared with law enforcement in accordance with existing laws.
- 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.** Distributors grow, manufacture, produce or acquire substances on behalf of NIDA. Authorized NIDA and contractor personnel index and retrieve the computerized records by researcher code Number assigned by a computer program at the time a new record is established. Authorized NIDA Personnel index and retrieve hard copy records by researcher's name. NIDA maintains a computerized, alphabetical cross-reference list that matches names and numbers. NIDA contracts with the distributor to record the transactions in the Systems of Records.
- 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 only. The hard copy records and main computer are physically located at the Neuroscience Center, Bethesda, Maryland. The computerized records are kept in a room with limited admittance. The room is locked at all times. The hard copy records are stored in locked file cabinets in a room with very limited admittance. This room is locked after working hours. The Neuroscience Center has a 24-hour guard patrol service. The terminals are housed in a secured work area with limited admittance. Contract personnel use a password identification system to obtain access.
- 16 **Describe plans for retention and destruction of data collected.** NIDA maintains an individual's record for five years after the researcher's last request for, or shipment of, a drug of abuse. We consider the record inactive after that, and erase it from the computer disk by a delete routine. The delete routine automatically deletes the computerized cross-reference as well. We destroy the hard copy record by shredding. The system is checked once a year for inactive records.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DISCS

- 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):

The systems of records number, under which the records are created is 09-25-0210



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DOCRS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2006-03-20
2 OPDIV:	HHS-NIH-NIDCR
3 Title of System or Information Collection:	Dental, Oral and Craniofacial Reporting System
4 Is this system or information collection new or is an existing one being modified?	NA
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:	009-25-04-00-02-7303-00-205-080
8 System of Records Number:	NIH 09-25-0036
9 OMB Information Collection Approval Number and Expiration Date:	NA
10 Other Identifying Number(s):	NIDCR1
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Grantee project information that is used for reporting purposes and portfolio analysis. PHS Act, Sec. 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.	Data is used to perform specialized queries and to generate reports for internal use.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DOCRS

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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. | NA |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | NA |
| 15 | Identify with whom the agency will share the IIF. | NA |
| 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. | NA |
| 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) | NA |
| 18 | Describe how the IIF will be secured. | NA |
| 19 | Describe plans for retention and destruction of IIF. | NA |
| 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. | 09-25-0036 |
| 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): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DOCRS

- 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: DOHS Lab Safety Train DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	0000-00-00
2 HHS Agency (OPDIV):	NIH/OD/ORS/DOHS
3 Title of System or Information Collection:	Division of Occupational Health & Safety Laboratory Safety Training Database
4 Is this System or Information Collection new or is an existing one being modified?	New, Identifying Numbers (Use N/A, where appropriate)
5 Unique Project Identifier Number:	009-25-01-26-02-3314-00-405-146
6 System of Records Number:	09-25-0166
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.	This database contains employee and training data for NIH employees and contractors who complete required safety training. NIH is required to provide safety training and maintain training records for all NIH employees. Legislation authorizing this authority includes local, state and federal environmental and safety regulations. This database is covered under Systems of Record #09-25-0166, and the SOR covers all categories of information. The OSHA General Duty Clause, Title 29, Section 5(a)(1) of the OSHA act covers requirements for providing a safe and healthful workplace. Other applicable legislation authorizing this activity is covered under US Code of Federal Regulation, Title 42, Sections 281 and 282.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DOHS Lab Safety Train 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 database collects names of employees, work location, last four digits of social security number if available, name of training course, course date and location. The last four digits of the social security number are requested in order to identify individuals with the same first and last name. Information may be collected regarding successful completion of a course by the passing of a written exam. This information is necessary to maintain adequate training records for all required training at the NIH.
- 11 Explain why the information is being collected.
- This information is necessary to maintain adequate training records for all required training at the NIH and to training reports.
- 12 Identify with whom the agency will share the collected information .
- Training completion information can be shared with employees, employee's supervisors and other management officials at the NIH. The training information is used to prepare periodic safety and health reports for NIH and HHS management. Training completion information may also be shared with accreditation and regulatory agencies.
- 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.
- The information is collected directly from all NIH employees who complete safety training. Information for registration is collected prior to the training course and information is collected during the evaluation session following completion of the course. Employees are informed that DOHS will maintain training records and they are also made aware of regulations that require documentation of training.
- 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.
- Only the administrator and users have access to the database and they must use a user name and password to log onto the system. The passwords are a minimum length, are a combination of upper case, lower case and special numbers; and the passwords expires after a set period of time, per ORS guidelines. Administrator and users are aware of their responsibility for protecting personal information. The database is located on a secure server.
- 16 Describe plans for retention and destruction of data collected.
- The data will be retained until such time it is determined that the data is obsolete. At that time, all files will be deleted.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DOHS Lab Safety Train DB

- 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. Systems of Record #09-25-0166
- 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: DSRNET

<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:	DSRnet
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 pathology 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: DSRNET

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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: DSRNET

- 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: DTP-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:	NIH NCI DCTD Developmental Therapeutics Program (DTP)
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-4903-00
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-23
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	To provide screening services for cancer researchers to test their chemical compounds against cancer cells. 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.	Researchers establish their own account via the NCI Developmental Therapeutics Program website. Only data elements collected are name, address, and email address to allow for return of screening data to originator or to correspond with originator if there are questions related to the processing of their data.
11 Explain why the information is being collected.	Information is collected for use in screening chemical compounds against cancer and returning data to the original research scientist originator.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: DTP-NCI

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| <p>12 Identify with whom the agency will share the collected information .</p> | Personal information on suppliers will not be shared with anyone outside of the NCI system maintenance personnel. General screening data may be web-searched by other researchers unless originator has completed a <input type="checkbox"/> Discreet Screening Agreement <input type="checkbox"/> form which provides for complete privacy of data. |
| <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> | Researchers are informed about the system and data collection via the initial website. Researchers are informed about <input type="checkbox"/> Discreet Screening Agreements <input type="checkbox"/> to provide additional privacy concerning their research data, and are directed to the agreement forms and submission requirements via the website. |
| <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 from children. |
| <p>15 Describe how the information will be secured.</p> | Information is stored on a secure server requiring active account and password. Security measures include UserID and password, firewall, IDS, encryption, PKI, and Incident Response Team. |
| <p>16 Describe plans for retention and destruction of data collected.</p> | Data is retained in accordance with 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 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: ECS III RFQ Sys

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-03-08
2 HHS Agency (OPDIV):	Health and Human Services (HHS), National Institutes of Health (NIH)
3 Title of System or Information Collection:	Electronic Commodities Store III (ECS III) Request for Quotation (RFQ) System
4 Is this System or Information Collection new or is an existing one being modified?	Existing, but not being modified
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):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The RFQ system is used to provide automated delivery order processing for the NIH Information Technology Acquisition and Assessment Center (NITAAC) ECS III contract. Specifically, the RFQ system allows authorized customers to enter requests for quotations and contractors/vendors to reply with their bids. The Office of Management and Budget designated the NIH as an Executive Agent for ECS III and other Government-Wide Acquisition Contract vehicles in September, 2000, and with extensions to this designation thereafter. NITAAC is administering these contract vehicles on behalf of the NIH and uses the RFQ system to support ECS III delivery order processing.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ECS III RFQ Sys

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| 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 RFQ system collects information on the goods for which a quotation is being sought and also collects the subsequent quotations. Information collected is limited to data that are required for creating and responding to delivery orders. Users' names and email addresses are collected only from users that are performing their acquisition duties as Government or corporate employees--no personal information is being collected. |
| 11 Explain why the information is being collected. | N/A |
| 12 Identify with whom the agency will share the collected information . | N/A |
| 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. | N/A |
| 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. | N/A |
| 16 Describe plans for retention and destruction of data collected. | N/A |
| 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): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ECS III RFQ Sys

- 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: EEC-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 DEA Electronic Early Concurrence System (EEC)
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:	NA
7 OMB Information Collection Approval Number and Expiration Date :	NA
8 Other Identifying Number(s):	NCI-41
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Records National Cancer Advisory Board concurrence and Program staff approval for early funding of highly scored grant applications. 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.	System records approvals by NCAB and program staff. 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: EEC-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: EEO Compl Track Sys-NINDS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NINDS |
| 3 | Title of System or Information Collection: | NINDS EEO Complaint Tracking System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-04-01-02-8610-00 |
| 6 | System of Records Number: | 09-90-0018 |
| 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. | This system maintains the NINDS EEO complaints at NINDS. PHS Act Section 301. |
| 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 collected from the individuals in order to file for an EEO complaint. All data are pertinent to an applicant or an employee, such as name, race, SSN, DOB, home address, telephone number, ethnic background, supervisor's name, and EEO Counselor's name. These data are stored in a database to keep track of complaints and to follow up. |
| 11 | Explain why the information is being collected. | The data is collected for an EEO complaint record and for follow up. |
| 12 | Identify with whom the agency will share the collected information . | Collected data is shared with NINDS EEO Office and NIH Office of Equal Opportunity to complete the processing of a complaint. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: EEO Compl Track Sys-NINDS

- 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.
- The data is collected from the individual by phone, email, face to face, letter, or memo from the complainant, and then, the data is inputted into the system. The users of the system are limited to EEO office personnel, and the complainant doesn't have any access to the system.
- 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)
- The information is not collected from anyone under the age of 13.
- 15 Describe how the information will be secured.
- The information is accessed by the limited authorized personnel only from the Equal Employment Opportunity and Summer Programs Office. Each user must obtain user id and a password to access the web link to the program. No outside users are permitted access to the system.
- 16 Describe plans for retention and destruction of data collected.
- The collected data is secured on the file server, and once the authorized personnel determine that the data is no longer needed, it will be deleted from the server and the backup tapes in according to NIH Sanitization Policy.
- 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.
- 09-90-0018
- 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: E-Forms

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-17
2 HHS Agency (OPDIV):	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI DCCPS E-Forms
4 Is this System or Information Collection new or is an existing one being modified?	NA
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-16
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The E-Forms tool is used to: administer questionnaires; collect and report data; and manage staff schedules in support of a smoking cessation study that will be conducted by the Tobacco Intervention Research Clinic of NCI. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a; Sec. 285a-1.
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.	NCI/DCCPS Tobacco Intervention Research Clinic (TIRC) uses E-Forms to collect information from study participants for clinical research. This includes personal data and information describing an individual's medical and smoking history and status/habits.
11 Explain why the information is being collected.	This information is collected for clinical research.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: E-Forms

- 12 Identify with whom the agency will share the collected information . This information will only used by the Tobacco Intervention Research Clinic
- 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. The information will be obtained directly from participants during clinical studies, through the use Tablet PC laptops. TIRC staff members explain the study and the information required to potential participants prior to their inclusion in the study. This is done verbally and in written form. Consent forms are completed during the participant's first visit to the Clinic. Both study participants and administrators must electronically sign off on all initially entered and modified information.
- 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 from children
- 15 Describe how the information will be secured. This information will be secured electronically through restricted access (user name and password) and encryption over the network. Physical security is also provided at the clinic.
- 16 Describe plans for retention and destruction of data collected. Data is maintained according to the system of records SOR 09-25-0200
- 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 09-25-0200
- 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: EGOS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-03-08
2 HHS Agency (OPDIV):	Department of Health and Human Services (DHHS), National Institutes of Health (NIH)
3 Title of System or Information Collection:	Electronic Government Ordering System (EGOS)
4 Is this System or Information Collection new or is an existing one being modified?	New (in development)
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):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	EGOS will be used to provide automated task order and delivery order processing for the NIH Information Technology Acquisition and Assessment Center (NITAAC) ECS III, IW2nd, and CIO-SP2i contracts. Specifically, EGOS will allow authorized customers to enter task orders and requests for quotations, contractors/vendors to reply with their proposals and bids, NITAAC contracting officers to review and award task orders, and NITAAC finance specialists to reconcile the dollar value of awards with the collection of processing fees. The Office of Management and Budget designated the NIH as an Executive Agent for several Government-Wide Acquisition Contract vehicles in September, 2000, and with extensions to this designation thereafter. NITAAC is administering these contract vehicles on behalf of the NIH and will use EGOS to help automated the use and management of these contracts.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: EGOS

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| 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. | EGOS will collect information on the goods and services specific to the task or delivery order, the resulting technical and cost proposals or bids, and the processing fees collected by NITAAC. This information is limited to data that are required for creating, responding to, and tracking delivery and task orders. Users' names and email addresses are collected only from users that are performing their acquisition duties as Government or corporate employees--no personal information is being collected. |
| 11 | Explain why the information is being collected. | N/A |
| 12 | Identify with whom the agency will share the collected information | N/A |
| 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. | N/A |
| 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. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 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): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: EGOS

- 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: e-Grants/web-Grants-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 OPDIV:	HHS/NIH/NCI
3 Title of System or Information Collection:	NCI e-Grants/web-Grants
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:	
8 System of Records Number:	009-25-04-00-02-4930-00-202-069
9 OMB Information Collection Approval Number and Expiration Date:	09-25-0036
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The eGrants/web-Grants provides online access over the web to the grants file including the ability to search for particular grants or documents. 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.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-Grants/web-Grants-NCI

- 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.
- 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.
- The PIA information that the system captures on the public is obtained from the NIH IMPACII system and the NIH Data Warehouse. The PIA that the system directly collects is about individuals employed by NCI and involved in the grants business process. PII includes Social Security Number.
- The information about NCI employees is contact information, NCI organizational and role information. This information is used to impose system access restrictions or privileges according to business area and to provide for tracking of business related actions.
- The majority of this information is not shared outside of NCI the name and contact information is shared with the NIH IMPACII system.
- This information is obtained from the representatives of the NCI organization where the individuals are employed. The information will be entered through an NCI intranet web application.
- There is no information collected directly from the public including children.
- 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.
- Data will be maintained per retention and disposal section of SOR 09-25-0036
- The existing system of records is SOR is 09-25-0036



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-Grants/web-Grants-NCI

- 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: e-HR Website

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-28
2 OPDIV:	HHS/NIH/OD/OHR
3 Title of System or Information Collection:	e-HR Website (contains VLTP log and Request for Retirement
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:	
8 System of Records Number:	09-90-0106
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.	Intranet website <input type="checkbox"/> most of which simply provides information on electronic Human Resources at NIH. The VLTP log provides a list of all VLTP participants and their reason. The Retirement Estimate Request allows NIH employees to sign up to receive a retirement estimate.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-HR Website

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| <p>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.</p> | <p>Collects contact information from HHS/NIH employees requesting a retirement estimate.</p> |
| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | <p>Simple contact data is collected from users within the NIH firewall.</p> |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | <p>To request a retirement estimate.</p> |
| <p>15 Identify with whom the agency will share the IIF.</p> | <p>The information is only shared internally at NIH with human resources specialists in the WRD/OHR division.</p> |
| <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> | <p>HHS/NIH employees can choose to submit their name, address, phone, e-mail to request a meeting with WRD Benefits staff to review their potential retirement earnings. Information is not submitted unless the HHS/NIH employee chooses to do so by clicking Submit.</p> |
| <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> | <p>No</p> |
| <p>18 Describe how the IIF will be secured.</p> | <p>All data collected from HHS/NIH employees is collected behind the NIH Firewall.</p> |
| <p>19 Describe plans for retention and destruction of IIF.</p> | <p>Data is retained in archive for 1 year.</p> |
| <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> | <p>No</p> |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-HR Website

- 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: Enterprise Vocab Sys-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: | NCICB Enterprise Vocabulary System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-4920-00-202-069 |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-29 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NCI EVS is set of services and resources that address NCI's needs for controlled vocabulary. The EVS Project is a collaborative effort of the Center for Bioinformatics and the NCI Office of Communications. The NCI Thesaurus, which is a biomedical thesaurus created specifically to meet the needs of the NCI, is produced by the NCI EVS project. The NCI Thesaurus is provided under an open content license. The EVS Project also produces the NCI Metathesaurus, which is based on NLM's Unified Medical Language System Metathesaurus supplemented with additional cancer-centric vocabulary. 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. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Enterprise Vocab Sys-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: e-PIC

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-17
2 HHS Agency (OPDIV):	HHS/NIH/OD
3 Title of System or Information Collection:	e-PIC
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:	09-25-0156
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.	Federal Acquisition Regulations Subpart 13.102 Source list (a).
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.	Vendor source file.
11 Explain why the information is being collected.	Responds to vendor marketing activity, collects vendor information for market survey purposes, etc.
12 Identify with whom the agency will share the collected information	Agency officials or any member of the public conducting searches of the database.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: e-PIC

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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>Vendors input data, secure and maintain their own information.</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>No</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Vendors maintain secure their own information. Four data elements, i.e., SSN or EIN or TIN, sales and employee information is secured on NIH OD/OIT servers.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Systems maintains data that has been updated and annually confirmed, otherwise records can be deleted.</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>No</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: eRA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-25
2 OPDIV:	NIH
3 Title of System or Information Collection:	NIH Electronic Research Administration (eRA)
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:	009-25-04-00-01-4613-00
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
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	To support the HHS and NIH missions in the area of extramural research. The legislation authorizing this activity 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.
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 agency collects IIF information to help the NIH mission in the area of extramural research.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: eRA

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. The system collects data contained on the PHS Form 398 Grant Application, the PHS Form 2590 Progress Report for a Public Health Service Grant and PHS Form 416 Individual Fellowship Forms. All information is provided by the individual and used in the processing and awarding of grant funding.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The information is being collected to conduct extramural research analysis.
- 15 Identify with whom the agency will share the IIF. The IIF data will be used for internal 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. All IIF information is collected directly from the individual.
- 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) Not applicable.
- 18 Describe how the IIF will be secured. Administrative, Technical and Physical security controls are in place to safeguard the IIF data.
- 19 Describe plans for retention and destruction of IIF. Data retention and destruction will comply with the Records Management Retention 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 eRA system operates under the following legislative authority, 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. The Privacy Act system of record number is 09-25-0036 and is entitled "Extramural Awards and Chartered Advisory Committees: IMPAC (Grant/Contract/Cooperative Agreement/Chartered Advisory Committee Information), HHS/NIH/OER and HHS/NIH/CMO."
- 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 10/25/04

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: eRA

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: ESTAR-NIGMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-16
2 OPDIV:	HHS/NIH/NIGMS
3 Title of System or Information Collection:	ESTAR
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:	09-25-0156
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIGMS-0002
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	E-STAR, the Electronic Student Tracking and Reporting system, is a Web-based data-management system that allows university and research-center administrators to submit information about students in the Bridges to the Future program. NIGMS and its contractors will use the data to evaluate the success of the Bridges Program. Information in the E-STAR system is protected by the Privacy Act as part of NIH system of records 09-25-0156, and its collection is authorized by 42 USC 241.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ESTAR-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.
- The data are used to determine the progress of students supported under the Bridges program. Data includes student names and SSN for unique identification of students, as well as employment status and level of education achieved. Gender and residency status is also collected for statistical analysis.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- SSN is required to ensure unique identification of the students. Employment status and level of education are required to determine successful outcomes. Gender and residency status are required for statistical analysis of student outcomes.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- The information is used by NIH program analysis staff to evaluate the success of the Bridges program.
- 15 Identify with whom the agency will share the IIF.
- The information 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.
- ESTAR is a web-based data-management system that allows university and research-center administrators to submit information about students in the Bridges to the Future program. The web site that collects the data provides Privacy Act information about the data collection.
- 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.
- Access to PII data for university and research-center administrators is limited to data for those students supported under their grant. Regular access to information is limited to NIGMS staff who are conducting, reviewing or contributing to the evaluation study. 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. The database and web server are protected within a locked data center facility with limited access



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: ESTAR-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 1100-C-2.

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: 09-25-0156

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: ExpServices

<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 Express Services (ExpServices)
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:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCI-19
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system is used to request and track construction/maintenance projects that cost less than \$2,500. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a-3 (b) (1)
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.	A limited amount of work-related information is collected from NCI staff for construction/maintenance projects
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: ExpServices

- 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: Extramural Supp Sys-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 Extramural Support 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:	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-0008
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The NIGMS Extramural Support system supports extramural research activities that are not supported by NIH or HHS enterprise systems.
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 eRA extramural data associated with NIGMS primary or secondary assignments are downloaded and refreshed from the IMPAC II database. The system provides reports, workflow, and tracking of grant applications and grant progress. This system does not contain any Personally Identifiable Information.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Extramural Supp Sys-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):

N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Extramural Supp Sys-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: Facility

<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:	Facility
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 colony 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: Facility

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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: Facility

- 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: FIRST

Question:

Response:

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| 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: | Fogarty International Reporting & Scientific Tracking (FIRST) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | 009-25-01-03-02-1901-00 |
| 6 | System of Records Number: | 09-25-0036 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | FIC001-FIRST |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The FIRST system tracks and reports FIC awards. Legislation authority is from 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. | Information collected: 1) Grants related data (includes but not limited to grant#, PI information, Common Account Number information, Budget- project cost, future commitments); 2) Research area coding, country coding, women's health coding and FIC terms coding to be reported to NIH, Office of Director (OD) and for FIC internal use; 3) collaborators (includes scientific collaborator information and collaborator association with awards) Information is used for evaluation and reporting. |
| 11 | Explain why the information is being collected. | Information is used to report to Congress, NIH/OD and other internal queries. Information also collected to have statistical reports on FIC progress. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: FIRST

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| 12 | Identify with whom the agency will share the collected information | Information will be shared with NIH/OD and other ICs co-funding with FIC. |
| 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. | The majority of information is grants related data are downloaded from NIH IMPAC II grants system. Scientific, country, and women's coding is determined and entered by FIC staff. Collaborator coding is requested by email from the Program Directors of FIC awards and is provided in table form. FIC staff then enters this information into the FIRST system. The information is shared within the FIC, and reports are provided to other NIH offices. |
| 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 housed and maintained by CIT and password is windows 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. | 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: FLARE-NCI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIHNCI
3 Title of System or Information Collection:	NCI Fiscal Link Analysis Research Emphasis (FLARE)
4 Is this System or Information Collection new or is an existing one being modified?	NA
5 Unique Project Identifier Number:	009-25-01-26-02-4920-00-202-069
6 System of Records Number:	NA
7 OMB Information Collection Approval Number and Expiration Date :	NA
8 Other Identifying Number(s):	NCI-18
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Supports coding of science area grants and contracts for categorization of research dollars 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.	Grants and contracts are coded by NCI staff to allow categorization of research dollars. 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: FLARE-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: GEMS-NIGMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-06-18
2 OPDIV:	HHS/NIH/NIGMS
3 Title of System or Information Collection:	Grantee Email System (GEMS)
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-0005
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Grantee Email System (GEMS) provides the ability to send email messages to targeted groups of NIGMS grantees.
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 contains grantee work-related contact information and is downloaded from the eRA system. This allows the generation of a targeted email list. This system does not contain any Personally Identifiable Information.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GEMS-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: GEMS-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: GMS-NIMH

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | Grants Management System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | 009-25-04-00-02-9203-00-205-080 |
| 6 | System of Records Number: | 09-25-0036 |
| 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. | The Grants Management System supports NIMH's grants-related business processes. PL 102-321. |
| 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 Grants Management System collects contact or applicant information such as name, address, degree, and area of scientific discipline, email, mailing address, and phone number. The data is the minimum information needed to invite, communicate with, or send appropriate information to the individual. |
| 11 | Explain why the information is being collected. | The information facilitates the effective identification of and communication with science-specific researchers and other interested parties for upcoming NIMH events. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GMS-NIMH

- 12 Identify with whom the agency will share the collected information .
Information is accessed by internal and external expert/peer reviewers, and conference participants, and posted on the NIMH web site with permission from the applicant. Applicant phone numbers and addresses are not published. The information is used by NIMH program officers and support staff to correspond with and send information to the applicant or contact.
- 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 researchers using electronic poster abstract submission and notification. If applicants do not wish to use the web site to submit their information, they may use alternate methods such as ground mail, email, or fax. At times, the information is collected during conferences and workshops via a standard form. The data is provided on a voluntary basis. The individuals understand that the contact information will be used to send out announcements and upcoming events for professional development opportunities, and to correspond with them.
- 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.
The server is stored in a cipher-locked server room with access control limited to authorized technical support personnel. The server is electronically locked requiring Network Administrator log-on rights. Data residing on the server are secured according to least privilege access, requiring a validated Active Directory User Id and password; non-NIMH users are issued limited access restricted to data personally entered.
- 16 Describe plans for retention and destruction of data collected.
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 1100-C-2. Refer to the NIH Manual Chapter for specific disposition instructions.
- 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):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GMS-NIMH

- 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: GPB-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:	Geriatric Psychiatry Branch Database (GPB)
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:	09-25-0099
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.	The system provides GPB personnel access to analyses and selected patient data collected in our branch. Legislation authorizing this activity is Public Law 102-321.
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 the information on patients such as name, address, and home phone to be able to stay in contact with our patients.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GPB-NIMH

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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> | <p>We only collect privacy information at entry into our study or unless the patient relocates.</p> |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | <p>The information is collected to stay in contact with our longitudinal cohort study population.</p> |
| <p>15 Identify with whom the agency will share the IIF.</p> | <p>No one will have access to this information outside our NIMH branch.</p> |
| <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> | <p>This information is collected from research subjects on hand written data sheets and keyed into a secure database. During initial contact with the Geriatric Psychiatry Branch all patients and volunteers sign an informed consent form, approved by the Institutional Review Board (IRB), to participate in research protocols. All data collected is confidential, kept within our branch and used for research purposes only. Patients are told that the data collected will be discussed among staff and used for analyses for publications.</p> |
| <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> | <p>NO</p> |
| <p>18 Describe how the IIF will be secured.</p> | <p>The information is maintained on a database server in a secure environment by the Center for Information Technology, NIH.</p> |
| <p>19 Describe plans for retention and destruction of IIF.</p> | <p>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 3000-E-22, which allows records to be kept until no longer needed for scientific reference. Refer to the NIH Manual Chapter for specific disposition instructions.</p> |
| <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> | <p>09-25-0099</p> |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GPB-NIMH

- 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: GRANITE

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-02-25 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | Granite |
| 4 | Is this System or Information Collection new or is an existing one being modified? | 009-25-02-01-02-3301-00 |
| 5 | Unique Project Identifier Number: | |
| 6 | System of Records Number: | |
| 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. | Collection of Animal Facility Management Data including but not limited to Protocols, Animal Orders, Animal Records and Census Tracking Data. |
| 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 will be from an approved protocol which includes researcher contact information. |
| 11 | Explain why the information is being collected. | Information is used to manage animal research colonies and to identify study animals by investigator and laboratory. |
| 12 | Identify with whom the agency will share the collected information . | Information will not be shared |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: GRANITE

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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 collected directly from the individuals and from Institute approved animal study proposals prepared by the investigators.</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>No information will be collected from children under 13 years old</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Log-in & password</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Database is periodically purged with no requirement to retain PII data after completion of research</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>None</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: Grantee Bibliograph-NCCAM

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-16
2 OPDIV:	HHS/NIH/NCCAM
3 Title of System or Information Collection:	NCCAM Grantee Bibliographic 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:	09-25-0036
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCCAM-007
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The database was developed to disseminate information to the public about research articles that have resulted from the work funded by NCCAM grants. The legislation authorizing this activity is 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.	Agency collects information about the published journal article and enters it in an online database accessible to the public.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Grantee Bibliograph-NCCAM

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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 the information necessary to locate the research article is made available. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | To allow the public to identify publications resulting from NCCAM grants |
| 15 Identify with whom the agency will share the IIF. | Information is available to the public. |
| 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 directly collected from reports submitted by NCCAM grantees to program officers. They are requested to inform us about any new publication resulting from their funded research. They have been informed about the availability of this online database. |
| 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. | 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. | 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: Grantee Bibliograph-NCCAM

- 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: Harbor Hospital SMS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-01 |
| 2 | HHS Agency (OPDIV): | National Institute on Aging |
| 3 | Title of System or Information Collection: | Harbor Hospital SMS |
| 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 Harbor Hospital SMS system, owned and operated by MEDSTAR collects personal information on the participants of the Baltimore Longitudinal Study on Aging, as well as participants in clinical research studies. 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. |
| 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 participant information collected includes: name, date of birth, mailing address, medical record numbers and notes in order to track the participants used in studies at the Harbor Hospital. This minimal data collection is necessary to populate the database system. |
| 11 | Explain why the information is being collected. | The participant information is logged and tracked for the benefit of scientific research. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Harbor Hospital SMS

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| <p>12 Identify with whom the agency will share the collected information .</p> | The information is shared between Harbor Hospital and MEDSTAR, the owner and operator of the system. |
| <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> | 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. |
| <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 is collected on children under 13 over the internet |
| <p>15 Describe how the information will be secured.</p> | Physical controls: Guards, Identification badges, key cards and closed circuit TV
Technical controls: Passwords |
| <p>16 Describe plans for retention and destruction of data collected.</p> | 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. |
| <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> | Established Privacy Act System of Record: 09-25-0036 |
| <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: Health & Safety Sys-NIEHS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-01 |
| 2 | HHS Agency (OPDIV): | NIH\NIEHS |
| 3 | Title of System or Information Collection: | NIH NIEHS Health and Safety Systems |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-6299-00-202-069 |
| 6 | System of Records Number: | 09250105 |
| 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. | Systems relating to monitoring and tracking the NIEHS health and safety program in conjunction with the NIH mission. |
| 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 is needed to assure and monitor employee health and safety in the NIEHS workplace |
| 11 | Explain why the information is being collected. | To monitor employee health and safety |
| 12 | Identify with whom the agency will share the collected information | No individual information is shared |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Health & Safety Sys-NIEHS

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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 other NIH systems or from NIEHS employees in an on-site medical facility or when safety incidents occur.</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>no</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Information is maintained on a database with access only by authorized users with a valid password. Facility is locked with limited key card entry.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Data is retained but marked inactive when employee leaves</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: HHS NIH OIT Intranet Site

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-15 |
| 2 | HHS Agency (OPDIV): | HHS/NIH |
| 3 | Title of System or Information Collection: | OIT Intranet site |
| 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): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Intranet site for OIT. No legislation activity |
| 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. | N/A |
| 12 | Identify with whom the agency will share the collected information . | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: HHS NIH OIT Intranet Site

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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. | N/A |
| 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) | /A |
| 15 | Describe how the information will be secured. | NTFS permissions for authorized users only. |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 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: HNRIM

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-08
2 HHS Agency (OPDIV):	NIH/NIDDK/DNRC
3 Title of System or Information Collection:	Human Nutrition Research Information Management System (HNRIM)
4 Is this System or Information Collection new or is an existing one being modified?	The HNRIM system has been operational since 1985. It is not being modified.
5 Unique Project Identifier Number:	009-25-01-26-8406-00-202-069
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 Human Nutrition Research and Information Management (HNRIM) system is a Federal government-wide, online database created for the purpose of fiscal accounting, management, and control of cross agency human nutrition research activities. The database was developed under a plan for a human nutrition management system, pursuant to Section 1427 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (P.L. 95-113), as amended by Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act Amendments of 1981 (P.L. 97 98). The system -- which operates under the auspices of the Interagency Committee on Human Nutrition Research (ICHNR) -- has been fully operational since 1985.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: HNRIM

- 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 HNRIM system includes data on nutrition research and training expenditures from six Cabinet-level agencies: Department of Health and Human Services (DHHS), U.S. Department of Agriculture (USDA), Department of Veterans Affairs (DVA), Agency for International Development (AID), Department of Defense (DOD), and Department of Commerce (DOC); it also includes data from the National Aeronautics and Space Administration (NASA) and National Science Foundation (NSF), when they sponsor nutrition research. Projects are selected for inclusion in the HNRIM system by the sponsoring agency, based upon a common definition of human nutrition research agreed upon by the ICHNR. The database is updated yearly by the reporting agencies through the HNRIM System Coordinator, a staff member in the NIH Division of Nutrition Research Coordination (DNRC), NIDDK. The information provided for each project includes name, institution, and address of the principal investigator; title of the research project; sponsoring Federal agency; project number assigned by the agency; total fiscal year expenditures of the project; proportion of the project that is nutrition related; estimated nutrition expenditures; and nutrition classification code(s). In addition, abstracts are included for each project when made available by the sponsoring agency. The information can be retrieved through a web-based query system. The collected information has a variety of uses, including the following: providing the NIH Office of Financial Management with final confirmed Institute/Center obligations for nutrition-related research and training activities; preparing reports such as the Annual Report of the NIH Program in Biomedical and Behavioral Nutrition Research and Training; Nutrition Research at the NIH, NIH Data Book, and Report on USDA Human Nutrition and Education Activities; providing information for nutrition-related congressional testimony; responding to requests from other government agencies, academic researchers, professional and trade organizations, private industry and the news media. Data collected for HNRIM are the minimum necessary to support these uses.

- 11 Explain why the information is being collected.

See responses to numbers 1 and 2, above

- 12 Identify with whom the agency will share the collected information

Information in the database is shared with government agencies supporting nutrition related research, as well as all other interested parties. It is available (without funding information) through a publicly accessible web site, <http://hnrnim.nih.gov>.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: HNRIM

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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>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>15 Describe how the information will be secured.</p> <p>16 Describe plans for retention and destruction of data collected.</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> | <p>This system utilizes information on funded research activity provided by those government agencies sponsoring nutrition related research. The data is requested annually through the members and liaisons to the NIH Nutrition Coordinating Committee. Agency sponsors can enter data directly into the HNRIM database via a controlled-access website or they may send it to the HNRIM coordinator for loading. Visitors to the public HNRIM website are notified of information collected as a result of their visit through a link to a privacy statement.</p> <p>No information for this system is collected directly from any subjects</p> <p>The data resides on a secure server, protected by user ID, passwords, firewall, and intrusion detection</p> <p>All data entered into the HNRIM system is retained indefinitely in electronic form</p> <p>The NIH Privacy Act System of Record that covers HNRIM data collection is 09-25-0036 which is entitled "Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH".</p> |
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HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: HuRIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	HHS/NIH/NIDA/IRP
3 Title of System or Information Collection:	Human Research Information System (HuRIS)
4 Is this System or Information Collection new or is an existing one being modified?	The system already exists.
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0203
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NIDA 5
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	To collect and maintain a database for research activities at NIDA/IRP. To enable Federal drug abuse researchers to evaluate and monitor the subjects' health during participation in a research project. The areas of research include, but are not limited to, biomedical, clinical, behavioral, pharmacological, psychiatric, psychosocial, epidemiological, etiological, statistical, treatment and prevention of narcotic addiction and drug abuse. Authority: Public Health Service Act, Section 301(a) (42 U.S.C. 241(a)); Sections 341(a) and 344(d) (42 U.S.C. 257(a) and 260(d)); Sections 503 and 515 (42 U.S.C. 290aa-2 and 290cc). These sections authorize the conduct of research in all areas of drug abuse.



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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 National Institute on Drug Abuse (NIDA) uses a contractor to recruit volunteers and to screen these individuals for their acceptability to participate in specific research projects, and limits the contractor's access to the records to these procedures. NIDA also uses a contractor to perform routine medical laboratory tests on blood and urine samples. These routine tests verify that the subject is in good health. Both contractors disclose records from this system only to NIDA and are required to maintain Privacy Act safeguards with respect to such records. (a) PHS may inform the sexual and/or needle-sharing partner(s) of a subject individual who is infected with the human immunodeficiency virus (HIV) of their exposure to HIV, under the following circumstances: (1) The information has been obtained in the course of clinical activities at PHS facilities carried out by PHS personnel or contractors; (2) The PHS employee or contractor has made reasonable efforts to counsel and encourage the subject individual to provide the information to the individual's sexual or needle-sharing partner(s); (3) The PHS employee or contractor determines that the subject individual is unlikely to provide the information to the sexual or needle-sharing partner(s) or that the provision of such information cannot reasonably be verified; and (4) The notification of the partner(s) is made, whenever possible, by the subject individual's physician or by a professional counselor and shall follow standard counseling practices. (b) PHS may disclose information to State or local public health departments, to assist in the notification of the subject individual's sexual and/or needle-sharing partner(s), or in the verification that the subject individual has, notified such sexual or needle-sharing partner(s). The Clinical Director(s) determine the necessary data to be collected to accomplish the purpose of the effort.

11 Explain why the information is being collected.

To enable Federal drug abuse researchers to evaluate and monitor the subjects' health during participation in a research project.

12 Identify with whom the agency will share the collected information

The authorized users at the NIDA/IRP and other authorized individuals according to the Privacy Act

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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.
- 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)

The National Institute on Drug Abuse (NIDA) uses a contractor to recruit volunteers and to screen these individuals for their acceptability to participate in specific research projects, and limits the contractor's access to the records to these procedures. NIDA also uses a contractor to perform routine medical laboratory tests on blood and urine samples. These routine tests verify that the subject is in good health. Both contractors disclose records from this system only to NIDA and are required to maintain Privacy Act safeguards with respect to such records. Research participants are told that the information is subject to the Privacy Act and are given written information on the Privacy Act that they review and sign during the screening process.

The system is not connected to the Internet and no information is collected via the Internet.



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15 Describe how the information will be secured.

Only authorized NIDA Intramural Research Program staff are allowed access to these files. Physical Safeguards: Files and file rooms are locked after business hours. Building has electronic controlled entry at all times with a 24-hour security guard and television surveillance system. The computer terminals are in a further secured area. Procedural Safeguards: All users of personal information in connection with the performance of their jobs protect information from unauthorized personnel. Access codes to the research records are available only to the Principal Investigator and his/her research team. Access to the records is strictly limited to those staff members trained in accordance with the Privacy Act. The contractor staff members are required to secure the information in accordance with the Privacy Act. Project Officer and contracting officials will monitor contractor compliance. Access to the Human Research Information System (HuRIS): The NIDA IRP computerized medical and research record is strictly limited. All staff must be authorized to use the system and be granted an access code (user name and password) by the system sponsor (NIDA, IRP Chief of Biomedical Informatics). Passwords are required to be changed every six months. Access is limited by job classification and is on a need to know basis only. Data entered is time and date stamped by the staff member's name. Data is not altered once entered. While logged into the system, the name of the staff member is displayed on the screen. An activity log of each use is kept. Data is backed up on a daily basis. Implementation Guidelines: These practices are in compliance with the standards of Chapter 45-13 of the HHS General Administration Manual, "Safeguarding Records Contained in Systems of Records," supplementary Chapter PHS hf: 45-13, and the HHS Automated Information Systems Security Program Handbook. In addition, because much of the data collected in these research projects are sensitive and confidential, special safeguards have been established. Certificates of confidentiality have been issued under Protection of Identity - Research Subjects Regulations (42 CFR Part 2a) to those projects initiated since February 1980. This authorization enables persons engaged in research on mental health, including research on the use and effect of psychoactive drugs, to protect the privacy of research subjects by withholding their names or other identifying characteristics from all persons not connected with the conduct of the research. Persons so authorized may not be compelled in any Federal, State, or local civil, criminal, administrative, legislative, or other proceeding to identify such individuals. In addition, these records are subject to 42 CFR Part 2, the Confidentiality of Alcohol and Drug Abuse Patient Records Regulations (42 CFR 2.56), which state: "Where the content of patient records has been disclosed pursuant to these regulations for the purpose of conducting scientific research...



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information contained therein which would directly or indirectly identify any patient may not be disclosed by the recipient thereof either voluntarily or in response to any legal process whether Federal or State."

16 Describe plans for retention and destruction of data collected.

Records will be disposed of in accordance with the NIH Records Control Schedule, i. e., when the records are ten years old or no longer required for administrative or 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 09-25-0203

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):

