

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: IMPAC II Extensions-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 IMPACII Extensions
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:	009-25-04-00-02-4904-00-202-069
8 System of Records Number:	09-25-0036
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCI-1
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system extends the NIH IMPACII extramural information to include the specifics of the NCI extramural business process of grant portfolio management. This includes the transition from a paper business process to an electronic process across the life cycle of an NCI sponsored grant. 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: IMPAC II Extensions-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.
- 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.
- 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.
- 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.
- 15 Identify with whom the agency will share the IIF.
- The majority of this information is not shared outside of NCI the name and contact information is shared with the NIH IMPACII system.
- 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.
- 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.
- 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)
- There is no information collected directly from the public including children
- 18 Describe how the IIF will be secured.
- The information is secured via access restrictions including database roles, passwords and firewall. There is also physical security in place for the servers consisting of guards, cardkeys, cipher locks and storage of backup files at a different physical location.
- 19 Describe plans for retention and destruction of IIF.
- Data will be maintained per retention and disposal section of SOR 09-25-0036
- 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 existing system of records is SOR is 09-25-0036



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: IMPAC II Extensions-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: Interagen Edis-NIH Data

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-04-27
2 OPDIV:	NIH/OD/OER/OPERA
3 Title of System or Information Collection:	Interagency Edison (subgroup NIH Data)
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:	NA
8 System of Records Number:	09-25-0168
9 OMB Information Collection Approval Number and Expiration Date:	OMB No 0925-0001: 5/2004
10 Other Identifying Number(s):	NA
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system is a database repository for retention of records of inventions conceived or first actually reduced to practice using NIH extramural grant, cooperative agreement, or contract funds. The Bayh-Dole Act (P.L. 96-517) and implementing regulations (37 CFR Section 401.14) provide legislative authority to collect the information

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Interagen Edis-NIH 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.
- The database contains general information pertaining to inventions, patents, and utilization reports submitted to the NIH by extramural grantees or contractors. The agency uses the information to confirm compliance with statutory regulations.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- Statutory regulations prescribe the minimum data
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- It is prescribed in the federal statute and associated regulations
- 15 Identify with whom the agency will share the IIF.
- The information is only shared with Congress through the HHS/OIG and/or GAO. Any other sharing of information is only through FOIA.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- The grantee/contractor provides the information. The grantee/contractors are informed that the information is retained as confidential, subject to FOIA. The iEdison web site includes a privacy notice (<https://s-edison.info.nih.gov/iEdison/privacy.jsp>).
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information is collected from children under 13.
- 18 Describe how the IIF will be secured.
- The database system is housed at the NIH. All Internet transmissions are secured through standard SSL encryption. Access to the system is secured via password-authentication by all users.
- 19 Describe plans for retention and destruction of IIF.
- Retention and destruction of records are according to NIH records 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.
- iEdison comes under the system of records number 09-25-0168.



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: Interagen Edis-NIH Data

- 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: Internet MCTS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-04
2 OPDIV:	HHS/NIH/NIAMS
3 Title of System or Information Collection:	Internet Multi IC Contract Tracking System (MCTS)
4 Is this system or information collection new or is an existing one being modified?	N/A (Existing system)
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 Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH
9 OMB Information Collection Approval Number and Expiration Date:	OMB No. 0990-0115 9/30/04
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	System is used to monitor and track deliverables and administrative paperwork on awarded research contracts. System is used to facilitate the work processes within the contract management office and to provide the data for reports for internal sources. Legislation 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.

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: Internet MCTS

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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>Information collected is from the awarded research contract paperwork and is for internal administration of the contract. A contact person's name and mailing address is included for reference and to generate correspondence.</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>14 Explain why the IIF is being collected, maintained, or disseminated.</p>   | <p>For contract administration and internal reports.</p>   |
| <p>15 Identify with whom the agency will share the IIF.</p>  | <p>Information is used for internal administration of the contract within the Institute and not distributed.</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>Information is obtained from the signed Research Contract documentation and from information entered into the HHS DCIS system.</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>Information is secured by domain permissions and database account and password.</p>   |
| <p>19 Describe plans for retention and destruction of IIF.</p>   | <p>Information is maintained for historical and reporting purposes. When reports are no longer needed they will be destroyed according to record retention procedures.</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>09-25-0036 Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH</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: Internet MCTS

- 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: Intra & Admin Sup Sys

<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 Intranet and Administrative Support Systems
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:	009-25-03-00-02-5142-00-500-200
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIGMS-0009
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The NIGMS Intranet supports NIGMS staff using Intranet content and administrative support systems. Although some content is program related, the majority of content and applications are supporting general and administrative functions.
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 mainly administrative in nature and is either downloaded from an enterprise system or entered by NIGMS staff. This system does not contain any Personally Identifiable Information

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Intra & Admin Sup Sys

- 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: Intra & Admin Sup Sys

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



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Intramu Lab Res Sup-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:	NIH NIEHS Intramural Laboratory Research Support
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-6203-00-202-069
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Budget category that includes government and contract staff and equipment for computational biology work in the NIEHS laboratories. Not a data collection system
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	N/A
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information .	

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: Intramu Lab Res Sup-NIEHS

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

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Intramural

<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 DCEG Information System (Intramural)
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:	009-25-01-26-02-4926-00-202-069
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCI-17
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system allows the users in the Division of Cancer Epidemiology and Genetics ( DCEG) to analyze costs of scientific studies and provide more efficient and accurate reporting to both NIH and NCI. 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: Intramural

- 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. Work-related information is used from other systems and a limited amount is entered by staff. Information is then available for dissemination about the research within NCI and to the NIH.
- 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):

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: Intramural

- 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: ISETS

<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:	Integrated Software and Equipment Tracking System (ISETS)
4 Is this system or information collection new or is an existing one being modified?	New
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-03-00-02-5142-00-500-200
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIGMS-0016

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: ISETS

**11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**

The Information Technology Operations Section (ITOS) of the Information Resource Management Branch (IRMB) of the National Institute of General Medical Sciences (NIGMS) purchases about 20 new copies of software each year and manages about 80 laptops and other equipment (e.g. Blackberries, printers, digital cameras) for NIGMS personnel to borrow. Currently the equipment information is kept in a excel spreadsheet by the ITOS staff and the software information is kept in an MS Access database by IRMB staff. While this works to a degree for the ITOS staff, the data needs to be organized, tracked and queried better to provide status information to the Information System Security Officer (ISSO) and ITOS Chief.

**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.**

Depending on the equipment type, a variety of information needs to be kept about its make and model, software installed, operating system and virus updates, recent repairs, serial number and NIH property number. Whenever this equipment is loaned, the system will store the name, room number and office phone of the NIGMS staff member who has requested the equipment. For each software purchase, various information needs to be kept about the number of licenses that were purchased, who the software was purchased from, when the licenses must be renewed, any license keys or special installation information, the location where the media is stored.

**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.**



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: ISETS

- 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):
- 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: IsoExchange

### Question:

### Response:

- |    |   |   |
|----|---|---|
| 1  | Date of this Submission (MM/DD/YYYY):   |   |
| 2  | HHS Agency (OPDIV):   | HHS/NIH/NCI   |
| 3  | Title of System or Information Collection:  | Isotope Exchange (IsoExchange)  |
| 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-37  |
| 9  | Provide an overview of the system or collection and indicate the legislation authorizing this activity.   | This system allows scientists to post and claim surplus radioisotopes. 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. | Scientists enter in a limited amount of work-related information which allows for the identification and notification of surplus radioisotopes.   |
| 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: IsoExchange

- 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: ITAS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-04
2 OPDIV:	NIH
3 Title of System or Information Collection:	Integrated Time and Attendance System (ITAS)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	Y
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Karen Plá, NIH Privacy Act Coordinator
7 Unique Project Identifier Number:	009-25-01-02-01-4605-00-403-132
8 System of Records Number:	09-90-0018
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: ITAS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- The Integrated Time and Attendance System (ITAS) is an automated federal timekeeping system developed by the National Institutes of Health. It was modeled after a system developed at the National Science Foundation. ITAS provides a way for employees, timekeepers, administrative officers, and supervisors to record, track, and report time for work hours, leave activities and payroll purposes. Institute personnel such as Timekeepers and Administrative Officers edit the employee profile so it includes accurate time, leave, and tour of duty information. Once employee profiles are established, employees can use the system to record and track their time and attendance. The payroll cycle is bi-weekly. Therefore, every two weeks, ITAS system processes are run to compute and accrue leave earned, generate timecards for the upcoming pay period, and produce an output file from the system to be transmitted to the Department of Health and Human Services (DHHS) payroll system. Besides NIH, ITAS is also used by the OPDIVs under DHHS, with the exception of FDA and CDC. Authority for the maintenance of the system is 5 U. S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561.
- 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.**
- ITAS allows Administrative Officers to set up employee profiles. However, both Timekeepers and Administrative Officers can edit their employee profiles. Once an employee's profile and tour of duty are set up, an employee will be able to access ITAS with the right credentials. The employee's profile contains IIF and the submission is mandatory.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- ITAS Administrative Officers input their employee's profile (IIF) into the ITAS system. The system is backed up regularly and adheres to the HHS Timekeeping policies and regulations regarding the employee's time and attendance data.
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- The federal employee information is being collected to allow federal users to use ITAS. Federal employees can record, report, and track their work hours and leave activities by using ITAS.
- 15 Identify with whom the agency will share the IIF.**
- The collected information is not shared with other agencies.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- The employee information is obtained by the Administrative Officers and Timekeepers. The Administrative Officers and Timekeepers enter their employee's information via ITAS. The employee's salary information is displayed when requested by the employee upon a successful login. The salary information is stored in the Human Resource Database.



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: ITAS

- 17 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** No information is collected from children under 13.
- 18 **Describe how the IIF will be secured.** An individual is able to access ITAS with the right credentials within the NIH network. The supervisors have the rights to edit and view their employees' information. The system that contains the information is put behind the NIH firewall for security purposes. The information is secured by using 128-bit Secure-Socket-Layer (SSL) for web-access.
- 19 **Describe plans for retention and destruction of IIF.** Data is stored in a relational database and is being maintained as a historical record. Data is not being destroyed.
- 20 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** The Privacy Act System of Records Notice under which the records will be maintained is 09-90-0018, entitled "Personnel Records in Operating Offices, HHS/ OS/ASPER."
- 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 10/04/04
- 22 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):** Not yet signed by: Suzanne J. Service 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: KOAS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-02-13
2 HHS Agency (OPDIV):	HHS:NIH:CC
3 Title of System or Information Collection:	Department of Transfusion Medicine Mainframe Computer System (KAOS)
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	009-25-01-26-02-3007-00
6 System of Records Number:	09-25-0011
7 OMB Information Collection Approval Number and Expiration Date :	
8 Other Identifying Number(s):	CC-2
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system supports clinical care and research at the NIH. This activity is authorized by Section 301 of the Public Health and Safety Act.
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.	Patient information collected by the NIH is described in the NIH SOR 09-25-0011. The system collects the minimum patient data necessary to support clinical care and support research.
11 Explain why the information is being collected.	Patient data is collected to support clinical care and support research.
12 Identify with whom the agency will share the collected information .	Mayo Clinic

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: KOAS

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| <p><b>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.</b></p> | <p>Information is obtained from patient interviews, referring physicians, a multidisciplinary care team, and diagnostic, therapeutic, and research results. Admission, protocol, and information practices notification consent forms are signed by each patient.</p> |
| <p><b>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)</b></p>   | <p>No</p>   |
| <p><b>15 Describe how the information will be secured.</b></p>  | <p>The system and all contained data are protected using administrative, technical, and physical security and privacy controls.</p>   |
| <p><b>16 Describe plans for retention and destruction of data collected.</b></p>  | <p>Primary patient data is retained permanently in the CRIS Core system. All backup data destruction and ancillary system data destruction is compliant with the NIH system/data sanitization policy.</p>   |
| <p><b>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.</b></p>   | <p>The NIH SOR 09-25-0011 was created under the Privacy Act.</p>  |
| <p><b>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b></p>   |   |
| <p><b>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b></p>   |   |
| <p><b>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</b></p>  |   |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: LabDirector/LabMatrix

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-04
2 OPDIV:	HHS/NIH/NHGRI
3 Title of System or Information Collection:	LabDirector/LabMatrix
4 Is this system or information collection new or is an existing one being modified?	New
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Clinical and lab data information management system for samples on selected NHGRI protocols.Sect.301 PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Demographic, appointment , laboratory and research info necessary for organizing patient care.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: LabDirector/LabMatrix

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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>14 Explain why the IIF is being collected, maintained, or disseminated.</p> <p>15 Identify with whom the agency will share the IIF.</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>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>18 Describe how the IIF will be secured.</p> <p>19 Describe plans for retention and destruction of IIF.</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>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | <p>Clinical and research investigators use this system to organize information for basic care.</p> <p>Web-based management of data facilitates patient care and enhances research data collection and evaluation.</p> <p>Use of system restricted to selected NIH professional medical staff (MD, RN, genetic counselor) and database administrator and developer.</p> <p>Information collected through MIS records, research records, and physical exam.</p> <p>This system collects no data directly from children on the Internet. All data collection from children is by informed consent ; signed consents are obtained from parent/ guardian per protocol. Patient assent is also obtained per protocol and Institutional Review Board regulations. Data collected are not made publicly or commercially available.</p> <p>Encryption, password protection, physical access controls</p> <p>Information from patients on inactive protocols will be archived indefinitely.</p> <p>09-25-0200</p> |
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## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: LabDirector/LabMatrix

- 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: LBC-NIMH

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-15
2 OPDIV:	HHS/NIH/NIMH
3 Title of System or Information Collection:	Laboratory of Brain and Cognition Database (LBC)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	A central repository of subjects and associated contact, demographic, and medical information necessary for LBC research staff to determine study availability, eligibility, and obtain MIS requests for LBC cognitive/imaging research protocols. Legislation authorizing this activity is NIH Public Health Service Act, Section 301.

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: LBC-NIMH

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- The database collects names, contact information, demographics, medical, psychiatric, language, eligibility, and availability information for subjects tested under LBC research protocols. This information is used as a source pool of available testing subjects and the personally identifiable information collected is used for scheduling and eligibility requirements for LBC cognitive/imaging protocols.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- Personal information collected is the minimum necessary for adequately contacting/scheduling subjects and/or qualifying/disqualifying subjects on the basis of individual LBC study requirements.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- This information is collected as a central repository of available testing subjects. Subjects are individually screened and information is gathered to determine their study eligibility/availability. Available fMRI testing slots are scheduled and NIH Clinical Center orders are requested using this system.
- 15 Identify with whom the agency will share the IIF.
- This information is not shared with personnel outside the NIMH/LBC.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- The information is obtained from telephone conversations with potential research participants. Subjects are told verbally that the information is being collected into a central repository and will be treated as confidential and used for research purposes only. Subjects may discontinue participation at any time. After an initial screening, subjects are scheduled for a history and physical to determine further eligibility. Consent to participate in the research effort is obtained at the time of the scanning appointment.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No.
- 18 Describe how the IIF will be secured.
- The information is housed on a Filemaker Pro Macintosh Server in a locked office space. The database system is behind the perimeters of the NIH firewalls. Least privilege password access to the database is utilized to restrict unnecessary access.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: LBC-NIMH

19 Describe plans for retention and destruction of IIF.

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

SOR 09-25-0200

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

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

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

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



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: LIS

### Question:

### Response:

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| 1  | Date of this Submission (MM/DD/YYYY):   | 2004-02-13   |
| 2  | HHS Agency (OPDIV):   | HHS:NIH:CC   |
| 3  | Title of System or Information Collection:  | Laboratory Information System (LIS)  |
| 4  | Is this System or Information Collection new or is an existing one being modified?  | N/A  |
| 5  | Unique Project Identifier Number:   | 009-25-01-26-02-3007-00  |
| 6  | System of Records Number:   | 09-25-0099   |
| 7  | OMB Information Collection Approval Number and Expiration Date :  |  |
| 8  | Other Identifying Number(s):  | CC-3   |
| 9  | Provide an overview of the system or collection and indicate the legislation authorizing this activity.   | The system supports clinical care and research at the NIH. This activity is authorized by Section 301 of the Public Health and Safety Act.   |
| 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. | Patient information collected by the NIH is described in the NIH SOR 09-25-0099. The system collects the minimum patient data necessary to support clinical care and support research. |
| 11 | Explain why the information is being collected.   | Patient data is collected to support clinical care and support research.   |
| 12 | Identify with whom the agency will share the collected information  | Mayo Clinic  |

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: LIS

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| <p><b>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.</b></p> | <p>Information is obtained from patient interviews, referring physicians, a multidisciplinary care team, and diagnostic, therapeutic, and research results. Admission, protocol, and information practices notification consent forms are signed by each patient.</p> |
| <p><b>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)</b></p>   | <p>No</p>   |
| <p><b>15 Describe how the information will be secured.</b></p>  | <p>The system and all contained data are protected using administrative, technical, and physical security and privacy controls.</p>   |
| <p><b>16 Describe plans for retention and destruction of data collected.</b></p>  | <p>Primary patient data is retained permanently in the CRIS Core system. All backup data destruction and ancillary system data destruction is compliant with the NIH system/data sanitization policy.</p>   |
| <p><b>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.</b></p>   | <p>The NIH SOR 09-25-0099 was created under the Privacy Act.</p>  |
| <p><b>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b></p>   |   |
| <p><b>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b></p>   |   |
| <p><b>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</b></p>  |   |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Mail Contacts

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-09
2 HHS Agency (OPDIV):	HHS/NIH/FIC
3 Title of System or Information Collection:	Mail Contacts
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	FIC006-Contacts
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Collection of addresses to send FIC newsletter and other notices.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Information collected includes: business address, phone number, and email.
11 Explain why the information is being collected.	To communicate FIC news to community
12 Identify with whom the agency will share the collected information .	N/A <input type="checkbox"/> not shared.

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Mail Contacts

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| <b>13</b> | <b>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.</b> | FIC program staff contacts, retired staff.                                 |
| <b>14</b> | <b>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)</b>   | No.  |
| <b>15</b> | <b>Describe how the information will be secured.</b>  | Application is housed and maintained by FIC and uses NIH network security. |
| <b>16</b> | <b>Describe plans for retention and destruction of data collected.</b>  | Indefinite.  |
| <b>17</b> | <b>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.</b>   | No   |
| <b>18</b> | <b>The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b>   |  |
| <b>19</b> | <b>The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b>   |  |
| <b>20</b> | <b>The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</b>  |  |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: Medical Staff Credentials

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-02-20
2 HHS Agency (OPDIV):	HHS:NIH:CC
3 Title of System or Information Collection:	Medical Staff Credentials Files
4 Is this System or Information Collection new or is an existing one being modified?	Existing.
5 Unique Project Identifier Number:	009-25-01-26-02-3099-00
6 System of Records Number:	09-25-0169
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Information is collected from individual members of the Clinical Center Medical Staff and is used to document their credentialing and privileging. Authority for the system is Section 301 of the Public Health Service Act.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Information about members of the Clinical Center medical staff, including names, addresses, phone numbers, etc. will be collected directly from the individual staff member according to requirements developed in accordance with JCAHO accreditation standards and professional licensing requirements.
11 Explain why the information is being collected.	Maintain information used in credentialing and privileging, document patient care privileges, provide information about members of the medical staff for licensure and accreditation.
12 Identify with whom the agency will share the collected information	Private medical facilities, state medical boards, and accrediting bodies.



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: Medical Staff Credentials

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| <p><b>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.</b></p> | <p>Information will be obtained directly from medical staff member. Each staff member is informed in writing about information collection procedures and rules and individual sign authorizing the collection.</p> |
| <p><b>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)</b></p>   | <p>N/A.</p>  |
| <p><b>15 Describe how the information will be secured.</b></p>  | <p>Data is protected by user id and password along with physical safeguards including locked files and doors.</p>  |
| <p><b>16 Describe plans for retention and destruction of data collected.</b></p>  | <p>Records are maintained while an individual is employed at the Clinical Center and are then retired to a federal records center and destroyed after 30 years.</p>  |
| <p><b>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.</b></p>   | <p>There is an existing system of records for this system: Number 09-25-0169.</p>  |
| <p><b>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b></p>   |  |
| <p><b>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b></p>   |  |
| <p><b>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</b></p>  |  |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MEDLARS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-01
2 OPDIV:	NIH
3 Title of System or Information Collection:	NIH NLM MEDLARS Information Retrieval
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)?	N
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Karen Plá, NIH Privacy Act Coordinator
7 Unique Project Identifier Number:	009-25-01-26-02-0702-00-202-72
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.	This system enables retrieval of information from NLM's database of medical journal citations. It is authorized under Section 465 of the Public Health Services Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The system does not collect any information.

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MEDLARS

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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):   | Signed by: Timothy J. Wheelles NIH Privacy Act Officer 09/22/04 |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):   | Not yet signed by: Suzanne J. Servis Designee for NIH Director  |

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: MEDLARS

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

Not yet signed by: AI Graeff NIH Chief Information Officer



U.S. Department of Health and Human Services



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MEDLARS DB Updating-NLM

### Question:

### Response:

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| 1  | Date of this Submission (MM/DD/YYYY):   | 2004-05-28   |
| 2  | HHS Agency (OPDIV):   | HHS/NIH/NLM  |
| 3  | Title of System or Information Collection:  | NIH NLM MEDLARS Database Updating  |
| 4  | Is this System or Information Collection new or is an existing one being modified?  | N/A  |
| 5  | Unique Project Identifier Number:   | 009-25-01-26-02-0701-00-202-072  |
| 6  | System of Records Number:   | N/A  |
| 7  | OMB Information Collection Approval Number and Expiration Date :  | N/A  |
| 8  | Other Identifying Number(s):  | N/A  |
| 9  | Provide an overview of the system or collection and indicate the legislation authorizing this activity.   | This system maintains and updates NLM's MEDLARS journal citation database, including biomedical information collection, medical subject headings, and indexing and cataloging. It is authorized under Section 465 of the Public Health Services Act. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The system does not collect any information.   |
| 11 | Explain why the information is being collected.   |  |
| 12 | Identify with whom the agency will share the collected information  |  |

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: MEDLARS DB Updating-NLM

- 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: MIB-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:	Molecular Imaging Branch Clinical Database (MIB)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	09-25-0200
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system contains data about individuals relevant to particular research studies in the MIB, NIMH. Legislation authorizing this activity: NIMH 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.	The collected information include, but are not limited to, name, study identification number, address, relevant telephone numbers, and date of birth. The agency will use the information as part of the recruitment and characterization of the research subjects as well as analysis of the research data.

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MIB-NIMH

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. The information collected is the minimum needed to identify subjects and critical characteristics that may affect interpretation of the research results.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The information is required for the research mission of the MIB, NIMH.
- 15 Identify with whom the agency will share the IIF. No sharing beyond the Agency
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. No sharing beyond the Agency
- 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 done.
- 18 Describe how the IIF will be secured. Authorized Users: Access to identifiers and to link files is strictly limited to the authorized personnel whose duties require such access. Physical Safeguards: Records are either in locked rooms during off-duty hours, locked file cabinets, and/or secured computer facilities. Procedural Safeguards: Collection and maintenance of data is consistent with legislation and regulations in the protection of human subjects, informed consent, confidentiality, and confidentiality specific to drug and alcohol abuse patients where these apply.
- 19 Describe plans for retention and destruction of IIF. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1B Keeping and Destroying Records (HHS Records Management Manual, Appendix B-361), item 3000-G-3, which allows records to be kept as long as they are useful in scientific research.
- 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. Existing Privacy Act system of record: 09-25-0200



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: MIB-NIMH

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



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MIRT

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-09
2 HHS Agency (OPDIV):	HHS/NIH/FIC
3 Title of System or Information Collection:	Minority International Research Training (MIRT)
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):	FIC005-MIRT
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system will track and create statistical reports of MIRT program trainees. Legislation Authority <input type="checkbox"/> PHS Act Section 482.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Background and current information is collected from each MIRT program trainee.
11 Explain why the information is being collected.	To track trainees entered in MIRT program and assess benefits of program by their success.
12 Identify with whom the agency will share the collected information	Information will be shared with Principal Investigators on MIRT program.

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MIRT

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|-----------|---|--|
| <b>13</b> | <b>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.</b> | Principal Investigators of MIRT program input trainee information in the web application.                  |
| <b>14</b> | <b>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)</b>   | No.  |
| <b>15</b> | <b>Describe how the information will be secured.</b>  | Application is housed and maintained by NIH/Center for Information Technology and has user authentication. |
| <b>16</b> | <b>Describe plans for retention and destruction of data collected.</b>  | Maintain data for 5 years.   |
| <b>17</b> | <b>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.</b>   | No   |
| <b>18</b> | <b>The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b>   |  |
| <b>19</b> | <b>The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b>   |  |
| <b>20</b> | <b>The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</b>  |  |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MIS

### Question:

### Response:

- |    |   |  |
|----|---|--|
| 1  | Date of this Submission (MM/DD/YYYY):   | 2004-02-13   |
| 2  | HHS Agency (OPDIV):   | HHS: NIH:CC  |
| 3  | Title of System or Information Collection:  | Medical Information System (MIS)   |
| 4  | Is this System or Information Collection new or is an existing one being modified?  | N/A  |
| 5  | Unique Project Identifier Number:   | 009-25-01-26-02-3007-00  |
| 6  | System of Records Number:   | 09-25-0099   |
| 7  | OMB Information Collection Approval Number and Expiration Date :  |  |
| 8  | Other Identifying Number(s):  | CC-4   |
| 9  | Provide an overview of the system or collection and indicate the legislation authorizing this activity.   | The system supports clinical care and research at the NIH. This activity is authorized by Section 301 of the Public Health and Safety Act.   |
| 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. | Patient information collected by the NIH is described in the NIH SOR 09-25-0099. The system collects the minimum patient data necessary to support clinical care and support research. |
| 11 | Explain why the information is being collected.   | Patient data is collected to support clinical care and support research.   |
| 12 | Identify with whom the agency will share the collected information  | Mayo Clinic  |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MIS

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|---|---|
| <p><b>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.</b></p> | <p>Information is obtained from patient interviews, referring physicians, a multidisciplinary care team, and diagnostic, therapeutic, and research results. Admission, protocol, and information practices notification consent forms are signed by each patient.</p> |
| <p><b>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)</b></p>   | <p>No</p>   |
| <p><b>15 Describe how the information will be secured.</b></p>  | <p>The system and all contained data are protected using administrative, technical, and physical security and privacy controls.</p>   |
| <p><b>16 Describe plans for retention and destruction of data collected.</b></p>  | <p>Primary patient data is retained permanently in the CRIS Core system. All backup data destruction and ancillary system data destruction is compliant with the NIH system/data sanitization policy.</p>   |
| <p><b>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.</b></p>   | <p>The NIH SOR 09-25-0099 was created under the Privacy Act.</p>  |
| <p><b>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b></p>   |   |
| <p><b>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b></p>   |   |
| <p><b>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</b></p>  |   |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MOLI

<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 (MOLI) Molecular Imaging Database
4 Is this System or Information Collection new or is an existing one being modified?	n/a
5 Unique Project Identifier Number:	009-25-01-26-02-4923-00-202-069
6 System of Records Number:	
7 OMB Information Collection Approval Number and Expiration Date :	
8 Other Identifying Number(s):	NCI-21
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	All information is being collected from the published scientific literature. No new information will be collected from individuals, and no information related to individuals will be contained in the MOLI database. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, PART C, subpart 1, Sec.285, Sec. 285a, and 44 U.S.C. 3101
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No new information will be collected. All information contained in the MOLI database will be information that is currently available in the scientific literature. This database will simply centralize the information already existing in the literature to make it more readily accessible to the imaging community
11 Explain why the information is being collected.	

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: MOLI

- 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: NAS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 HHS Agency (OPDIV):	NIH
3 Title of System or Information Collection:	NIMH Administrative System (NAS)
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):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The NIMH Administrative System facilitates the administrative support services necessary to support the NIMH mission. P.L. 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 NIMH Administrative System has no personal identifying information
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information	

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: NAS

- 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: Nat Toxi Prog Sys-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:	NIH NIEHS National Toxicology Program Systems
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-6202-00-202-069
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Systems to manage the research activities of the National Toxicology Program consistent with the NIEHS 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.	Data are collected in multiple research settings following scientific study protocols. No personal information 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: Nat Toxi Prog Sys-NIEHS

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

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NBRSS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-01
2 OPDIV:	NIH
3 Title of System or Information Collection:	NIH Business System (NBS)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	Y
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Karen Plá, NIH Privacy Act Coordinator
7 Unique Project Identifier Number:	009-25-01-05-01-4601-00-402-125
8 System of Records Number:	09-25-0217
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NBRSS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- The overall objective of the NBS is to enable administrative/scientific support that is cost effective, provides more accurate and timely information, modernizes hardware and software components, and facilitates the scientific mission of the NIH. The scope of the NBS includes seven business or "functional" areas currently included in the ADB: Financial Management Property Management Accounts Payable ( Commercial Accounts) Acquisition Service and Supply Funds Operations Supply Management Travel Management Legal authority for maintenance of the NBS may be found in 5 U.S.C. 301 and 302, 44 U.S.C. 3101 and 3102, Executive Order 9397.
- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.**
- Name, Social Security Number (SSN) or EIN/TID, address, email addresses, phone number, purpose of payment or request for payment, bank account and routing numbers, accounting classification and the amount paid or billed. Also, in the event of an overpayment and for outstanding charges, fees, loans, grants, or scholarships, the amount of the indebtedness, the repayment status and the amount to be collected. In the event of an administrative wage garnishment, information about the debtor's employment status and disposable pay available for withholding will be maintained.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- This system is a financial and administrative management system that generates transactions to general ledger, accounts payable, accounts receivable and for travel administration and management. Minimal information is collected that will facilitate financial transactions. Current and past NIH employees, participants in the NIH visiting programs, registered users of NIH computer facilities, grantees, reviewers, council members, collaborators, vendors, and patients and visitors to the NIH Clinical Center may have invoices requiring payment of adjustment. The IIF collected by the NBS is used solely to facilitate these financial transactions.
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- Current and past NIH employees, participants in the NIH visiting programs, registered users of NIH computer facilities, grantees, reviewers, council members, collaborators, vendors, and patients and visitors to the NIH Clinical Center may have invoices requiring payment or adjustment. The IIF collected by the NBS is used solely to facilitate these financial transactions.
- 15 Identify with whom the agency will share the IIF.**
- The agency will share the IIF as indicated by the routine use disclosures listed in the Privacy Act System of Record 09-25-0217, entitled "NIH Business System (NBS), HHS/NIH."



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: NBRSS

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|--|--|
| <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>Users of NIH resources and services including but not limited to: current and past NIH employees, contractors, tenants of NIH facilities, participants in the NIH visiting programs, registered users of NIH computer facilities, grantees, reviewers, council members, collaborators, vendors, and parking permit holders. This system does not cover patients and visitors to the NIH Clinical Center.</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>N/A</p>   |
| <p>18 Describe how the IIF will be secured.</p>  | <p>The NBS will conform to applicable law and policy governing the privacy and security of Federal automated information systems. These include but are not limited to the Privacy Act of 1974, Computer Security Act of 1987, Paperwork Reduction Act of 1995, Clinger-Cohen Act of 1996, and the Office of Management and Budget (OMB) Circular A-130, Appendix III, "Security of Federal Automated Information Resources." The IIF will be secured in accordance with Privacy Act System of Record 09-25-0217, entitled "NIH Business System (NBS), HHS/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 I - "Keeping and Destroying Records."</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>The existing Privacy Act System of Records Notice under which the records will be maintained is 09-25-0217, entitled "NIH Business System (NBS), HHS/NIH."</p>  |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p>   | <p>Signed by: Timothy J. Wheelles NIH Privacy Act Officer 10/01/04</p>   |
| <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p>   | <p>Not yet signed by: Suzanne J. Servis Designee for NIH Director</p>  |
| <p>23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p>  | <p>Not yet signed by: Alan Graeff NIH Chief Information Officer</p>  |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NCCAM Internet Web Site

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-15
2 HHS Agency (OPDIV):	HHS/NIH/NCCAM
3 Title of System or Information Collection:	NCCAM Internet Web Site
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:	09-25-0106
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCCAM-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The NCCAM Web site ( <a href="http://www.nccam.nih.gov">www.nccam.nih.gov</a> ) provides information about complementary and alternative medicine and the center to the public. The key legislation authorizing this Web site is 42 USC 287c-21.
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.	We are not collecting personal information through the NCCAM Web site except for general web trends statistics that allow us to improve the quality of the Web site.
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: NCCAM Internet Web 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)   | 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.   | SOR 09-25-0106 |
| 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: NCCAM Intranet Web Site

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-15
2 HHS Agency (OPDIV):	HHS/NIH/NCCAM
3 Title of System or Information Collection:	NCCAM Intranet Web Site
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:	09-25-0106
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NCCAM-002
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The NCCAM Intranet Web site ( <a href="http://www.nccamintranet.nih.gov">www.nccamintranet.nih.gov</a> ) provides information to employees of the Center. The key legislation authorizing this Web site is 42 USC 287c-21.
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.	We are not collecting personal information through the NCCAM Web site except for general web trends statistics that allow us to improve the quality of the Web site.
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: NCCAM Intranet Web Site

- |    |  |                |
|----|--|----------------|
| 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.   | SOR 09-25-0106 |
| 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: NCICS

<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 Contract System (NCICS)
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-2
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system collects and maintains pre- and post-award contract data for reporting to Department and Federal Contract Information Systems (DCIS & FPDS-ng). Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 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.	The primary data collected by the system is of a financial/budgetary nature. Additional NIH reporting requirements i.e., socioeconomic and research project information is also 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: NCICS

- 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: NCRR Internet Website

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-24
2 OPDIV:	HHS/NIH/NCRR
3 Title of System or Information Collection:	NCRR Internet Website
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:	09-25-0106
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.	The NCRR Internet Website ( <a href="http://www.ncrr.nih.gov">www.ncrr.nih.gov</a> ) provides information about NCRR grant programs and resources to biomedical investigators with NIH and other peer-reviewed funding. The authority for the maintenance of this system is 5 U.S.C. 301; 44 U.S.C. 3101.

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: NCRR Internet Website

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|----|--|---|
| 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.   | NCRR does not collect personal information through its website except for general web trend statistics that allow us to improve the quality of the website. |
| 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.   | 09-25-0106  |
| 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: NCRR Internet 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: NCRR Intranet Website

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-24
2 OPDIV:	HHS/NIH/NCRR
3 Title of System or Information Collection:	NCRR Intranet Website
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:	09-25-0106
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.	The NCRR Intranet Website ( <a href="http://www.ic.nih.gov">www.ic.nih.gov</a> ) provides information to NCRR employees.
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.	NCRR does not collect personal information through its website except for general web trend statistics that allow us to improve the quality of the website.

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: NCRR Intranet Website

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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.   | 09-25-0106 |
| 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: NCRR Intranet Website

- 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: NEI Grants Management

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	NIH/NEI
3 Title of System or Information Collection:	NIH NEI Grants Management
4 Is this System or Information Collection new or is an existing one being modified?	New
5 Unique Project Identifier Number:	009-25-04-00-02-8712-00-205-080
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	
8 Other Identifying Number(s):	009-25-01-03-02-8703-00
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	IT support for NEI Grants Management includes hardware, software, programming and management. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455
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.	Grant data is drawn from NIH IMPAC II system and manipulated for internal use in providing reports and answering queries. Data is minimal for administration of grants.
11 Explain why the information is being collected.	To facilitate internal reporting and management of NEI grants.
12 Identify with whom the agency will share the collected information	Not shared



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NEI Grants Management

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

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NEI Hardware & Software

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-06
2 OPDIV:	NIH/NEI
3 Title of System or Information Collection:	NIH NEI Hardware and Software support
4 Is this system or information collection new or is an existing one being modified?	New
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-26-02-8703-00-202-069
8 System of Records Number:	
9 OMB Information Collection Approval Number and Expiration Date:	
10 Other Identifying Number(s):	009-25-01-26-02-8703-00
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	IT support of all National Eye Institute (NEI) program and mission, excluding Infrastructure. <input type="checkbox"/> non personal data. Public Health Service Act , Title 42 USC, 42- USC, Title 4, Part A, SubPart 9, Sec 455
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Information for IT management only <input type="checkbox"/> non personal



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: NEI Hardware & Software

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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: NEI Hardware & Software

- 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: NEI Website

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 OPDIV:	NIH/NEI
3 Title of System or Information Collection:	NIH NEI Website
4 Is this system or information collection new or is an existing one being modified?	New
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-27-02-8711-00-305-109
8 System of Records Number:	
9 OMB Information Collection Approval Number and Expiration Date:	
10 Other Identifying Number(s):	009-25-02-01-02-3036-00
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Publicly accessible website of NEI. Public Health Service Act , Title 42 USC, 42- USC, Title 4, Part A, SubPart 9, Sec 455
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.	Voluntary information used to respond to inquiries and orders for publications of NEI.

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NEI Website

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|--|--|
| <b>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</b>   | Only data necessary to respond is collected                                      |
| <b>14 Explain why the IIF is being collected, maintained, or disseminated.</b>   | To reply to inquiries about NEI and to post orders for NEI publications.         |
| <b>15 Identify with whom the agency will share the IIF.</b>  | N/A  |
| <b>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.</b> | Voluntarily collected via website form, this is strictly voluntary information   |
| <b>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)</b>   | N/A  |
| <b>18 Describe how the IIF will be secured.</b>  | Secured via signon and authentication methods                                    |
| <b>19 Describe plans for retention and destruction of IIF.</b>   | Data retained at this level as long as reporting required, destroyed thereafter. |
| <b>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</b>   | N/A  |
| <b>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b>   |  |
| <b>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b>   |  |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: NIH System Name: NEI Website

- 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: NEIBank

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 OPDIV:	NIH/NEI
3 Title of System or Information Collection:	NEI Bank
4 Is this system or information collection new or is an existing one being modified?	New
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	009-25-01-26-02-8710-00-202-069
8 System of Records Number:	
9 OMB Information Collection Approval Number and Expiration Date:	
10 Other Identifying Number(s):	009-25-01-26-02-8710-00
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Support of the National Eye Institute (NEI) Bank Project (a genomics project). This is a database/information retrieval system of genetic data. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455
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.	Genetic data only for scientific analysis <input type="checkbox"/> no personal data collected

## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: NIH System Name: NEIBank

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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.  | Health researchers                                    |
| 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.  | Secured via signon and authentication methods         |
| 19 | Describe plans for retention and destruction of IIF.   | Data retained indefinitely, no plans for destruction. |
| 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: NEIBank

- 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: NEPS

### Question:

### Response:

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|----|---|--|
| 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:  | National Institute on Drug Abuse Extramural Project System (NEPS)  |
| 4  | Is this System or Information Collection new or is an existing one being modified?  | N/A  |
| 5  | Unique Project Identifier Number:   | 009-25-01-26-02-9301-00-202-069  |
| 6  | System of Records Number:   | 09-25-0036   |
| 7  | OMB Information Collection Approval Number and Expiration Date :  | N/A  |
| 8  | Other Identifying Number(s):  | NIDA 1   |
| 9  | Provide an overview of the system or collection and indicate the legislation authorizing this activity.   | NEPS is a NIDA corporate extension system to IMPACII. This system provides online management, reporting, and tracking of grant data. Legislation authorizing the IMPACII system is 5.U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288. 48 CFR Subpart 15.3 and Subpart 42.15. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | NEPS provides a local copy of all the NIDA grant records in IMPACII which is downloaded on a daily basis. NEPS provides budgetary and administrative grants information as well as modules for award selection, noncompetitive awards, supplements, and reporting.                     |
| 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: NEPS

- 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: Network & directory-NCI

### Question:

### Response:

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|----|---|--|
| 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 Network and Directory  |
| 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-4  |
| 9  | Provide an overview of the system or collection and indicate the legislation authorizing this activity.   | Administrative network and directory of the NCI. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1; National Cancer Act of 1971, SEC.407 (b) (4)              |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. Collects work related /assigned information necessary for network operations only. |
| 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: Network & directory-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: NHGRI Internet WEB Site

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-05-27
2 HHS Agency (OPDIV):	HHS/NIH/NHGRI
3 Title of System or Information Collection:	NHGRI Internet WEB site
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:	09-25-0106
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 is the NHGRI public web site that provides the public and grantees a place to obtain information regarding the activities of the National Human Genome Research Institute (NHGRI). It is authorized under the Public Health Services Act that requires all NIH institutes to provide access institute information.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Not applicable (no information 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: NHGRI Internet WEB Site

- 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: NHGRI Intranet WEB Site

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-05-27
2 HHS Agency (OPDIV):	HHS/NIH/NHGRI
3 Title of System or Information Collection:	NHGRI Internet WEB site
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:	09-25-0106
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 is the NHGRI public web site that provides the public and grantees a place to obtain information regarding the activities of the National Human Genome Research Institute (NHGRI). It is authorized under the Public Health Services Act that requires all NIH institutes to provide access institute information.
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# HHS Privacy Impact Assessment (PIA) Summary

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