

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PACS/RIS

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: | Picture Archival and Communications System/Radiology Information System (PACS /RIS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-3024-00 |
| 6 | System of Records Number: | 09-25-0099 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | |
| 8 | Other Identifying Number(s): | CC-5 |
| 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: PACS/RIS

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is obtained from 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>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No</p> |
| <p>15 Describe how the information will be secured.</p> | <p>The system and all contained data are protected using administrative, technical, and physical security and privacy controls.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>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>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>The NIH SOR 09-25-0099 was created under the Privacy Act.</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: PAMS

| <u>Question:</u> | <u>Response:</u> |
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| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-01 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | Preventive Agent Management System (PAMS) |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | N/A |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-46 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | An Oracle relational database management system that supports DCP's agent repository activities. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.) |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | No PII is collected. Information is downloaded from DCP enterprise system knowledgebase (DESK) to support agent supply and distribution activities for studies. |
| 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: PAMS

- 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: PANDAS-NIMH

| <u>Question:</u> | <u>Response:</u> |
|---|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-14 |
| 2 OPDIV: | NIH |
| 3 Title of System or Information Collection: | PANDAS server |
| 4 Is this system or information collection new or is an existing one being modified? | n/a |
| 5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 Unique Project Identifier Number: | n/a |
| 8 System of Records Number: | 09-25-0099 |
| 9 OMB Information Collection Approval Number and Expiration Date: | n/a |
| 10 Other Identifying Number(s): | n/a |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The PANDAS server is used to store patient data collected as part of NIH protocols. The legislation authorizing this activity is PL 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. | Data collected includes symptom ratings, performances on neuropsychological tests, and demographics. Some of the data will be analyzed and published in scientific journals (of course scores/ratings will be reported without any PII). |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PANDAS-NIMH

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. Only individuals in Dr. Swedo's lab and the server administrators have access to the server. Users have a log-in name and password.
- 14 Explain why the IIF is being collected, maintained, or disseminated. As part of NIH research protocols
- 15 Identify with whom the agency will share the IIF. No PPI information will be shared with people other than individuals in Dr. Swedo's lab and the server administrators
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Information is obtained after patients sign written consents forms in the presence of a research investigator and a witness. The information is collected from patient's self-report and behavioral performances, as well as clinician's observations. Data is collected from both children and their parents.
- 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. Passwords, log-ins, restricted number of users, guards to NIH building, keys to lab.
- 19 Describe plans for retention and destruction of IIF. Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743 ,Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 3000-E-22, which allows records to be kept until no longer needed for scientific reference. Refer to the NIH Manual Chapter for specific disposition instructions.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. System of records. 09-22-0099
- 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: PANDAS-NIMH

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PARIS-NIMH

| <u>Question:</u> | <u>Response:</u> |
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| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 HHS Agency (OPDIV): | NIH |
| 3 Title of System or Information Collection: | Program Analysis Research Information System (PARIS) |
| 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): | N/A |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | PARIS is a research grants and contract scientific coding and reporting system. 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. | Research grant and contract data are downloaded from IMPAC II to the PARIS database to which staff add scientific modifiers. Reports generated from PARIS data concern types of scientific research conducted under NIMH grants and contracts. |
| 11 Explain why the information is being collected. | Supports NIMH responsibilities for tracking and analyzing contracts, intramural projects, and funded and unfunded NIMH grants. |
| 12 Identify with whom the agency will share the collected information | There is no access to PARIS external to NIMH. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PARIS-NIMH

- 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.
- PARIS data are obtained from IMPAC II and additional data are entered by NIMH staff, who review grant scientific information to establish scientific coding for analysis and reporting purposes.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No
- 15 Describe how the information will be secured.
- Physical and logical controls on hardware, software, and database access including cipher locks, user IDs and passwords, and restricted to need-to-know program staff and technical staff.
- 16 Describe plans for retention and destruction of data collected.
- Records are retained and disposed of under authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 □ "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361, Item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes). Refer to the NIH Manual Chapter for specific disposition instructions.
- 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: PAR-NCI DCP

| <u>Question:</u> | <u>Response:</u> |
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| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | DCP Program for Associated Research in PLCO (PAR) |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | N/A |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-58 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system is used for the management of the PLCO Biorepository and the coordination of meetings, conference calls, directories, and reports for the PLCO and NLST trials. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285 a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.) |
| 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 contains no Personal Identifiable Information (PII). |
| 11 Explain why the information is being collected. | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PAR-NCI DCP

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Patron ID System

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-05-21 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NLM |
| 3 | Title of System or Information Collection: | Patron I.D. System |
| 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: | 09-25-0005 |
| 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 captures identification photos of Library patrons and includes the respective patron names, addresses, phone numbers, and their patron barcode numbers. Photo-ID Library Cards are produced from this database and issued to patrons for use within the NLM as a Library Card and as a photocopy card. Legislative Authority: Section 301 of the PHS Act, describing the general powers and duties of the PHS relating to research and investigation (2 U.S.C. 241). |
| 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. | See explanation in item one above. The data collected is the minimum necessary because these Photo-ID Library Cards are needed to identify patrons to ensure that NLM's valuable library materials go to the patrons who requested them. Patrons are required to show these Library Cards when picking up NLM collection materials or when applying for other Library services if they are requested to show them. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Patron ID System

- 11 Explain why the information is being collected.** This information is being collected to create a Photo-ID Library Card system which will add greater security for managing access to NLM's collection materials by monitoring library material, services and circulation control. Other uses include providing user documentation, copying services, and managing invoice and billing transactions for library services. Currently, all financial transactions for microfilm duplication are handled directly between the customer and the Library of Congress Photoduplication Services. NLM does not retain financial information. If the NLM should receive financial information, it is sent in a sealed envelope in the duplication shipment.
- 12 Identify with whom the agency will share the collected information** . This agency will not share this information with any other Government or local agency unless required to do so as specified in the Privacy Policy for NLM Reading Rooms, <http://130.14.16.205/webvoyage/servlet/PatronRegistrationForm>
- 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.** This information is collected both on-line when patrons pre-register and in-person, at the time of authorization, from any person/patron, with proper identification, who wishes to have access to the Library's closed stacks. This information is first conveyed to them in an electronic notice on the web page where they pre-register for a NLM Photo-ID Library Card. Patrons are told the information is required for issuance of an NLM Photo-ID Library Card and given a copy of the Privacy Policy for NLM Reading Rooms. See <http://130.14.16.205/webvoyage/servlet/PatronRegistrationForm> for information regarding consent, etc.
- 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)** Information will not be collected from children under age 13, in the Library or over the Internet.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Patron ID System

- 15 **Describe how the information will be secured.** Access to this information is password protected and is formally provided through a desktop PC. The files/records enjoy the full protection of the database systems managed by the NLM. Authorized Users: Employees who maintain records in this system are instructed to grant regular access only to Library staff members who need to verify that Library identification cards have been issued to those Library users requesting services such as reference and interlibrary loans. Other one-time and special access by other employees is granted on a need-to-know basis as specifically authorized by the system manager. The contractor maintains a list of personnel having authority to access records to perform their duties. Physical Safeguards: The offices housing the cabinets and file drawers for storage of records are locked during all library off-duty hours. During all duty hours offices are attended by employees who maintain the files. The contractor has secured records storage areas which are not left unattended during the working hours and file cabinets which are locked after hours. Procedural Safeguards: Access to the file is strictly controlled by employees who maintain the files. Records may be removed from files only at the request of the system manager or other authorized employees. Access to computerized records is controlled by the use of security codes known only to authorized users. Contractor personnel receive instruction concerning the significance of safeguards under the Privacy Act. These practices are in compliance with the standards of Chapter 45-13 of the HHS General Administration Manual, "Safeguarding Records Contained in Systems of Records," supplementary Chapter PHS hf: 45-13, and the HHS Automated Information Systems Security Program Handbook.
- 16 **Describe plans for retention and destruction of data collected.** Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 8000-D-2, which allows records to be kept until superseded or for a maximum period of six years.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** 09-25-0005
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):**



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Patron ID System

- 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: PHMIS

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-03-03 |
| 2 HHS Agency (OPDIV): | HHS/NIH/OD/ORS/DOHS |
| 3 Title of System or Information Collection: | Potentially Hazardous Materials Information System (PHMIS) Database |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | 009-25-01-26-02-3314-00-405-146 |
| 6 System of Records Number: | 09-25-0166 |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PHMIS

- 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- The system consists of the data contained in the Human Pathogen Registration Documents and Recombinant DNA Registration Documents. The Occupational Safety and Health Administration (OSHA) standard Occupational Exposure to Bloodborne Pathogens (29 CFR 1910.1030), Federal Register, December 6, 1991, applies to research laboratories and outlines the requirements for working with human pathogens or human blood, tissues and body fluids. The standard provides information concerning facility requirements, safe work practices, medical surveillance, personal protection, first aid procedures and worker training. NIH Guidelines for Research Involving Recombinant DNA Molecules (Guidelines), Federal Register, July 5, 1994 (59 FR 34496), Amendment - Federal Register, March 12, 1996, (61FR10004) defines the responsibilities of the Institutional Biosafety Committee (IBC) which reviews and approves research protocols involving recombinant DNA experiments. Other applicable legislation authorizing this activity is covered under US Code of Federal Regulation, Title 42, Sections 281 and 282.
- 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 Principle Investigator completes and submits to the DOHS the Human Pathogen Registration Document for work involving human pathogens or human blood, tissues and body fluids, including primary human cell cultures. The Principal Investigator completes and submits to the NIH IBC the Recombinant DNA Registration Document prior to the initiation of any experiment with recombinant DNA which requires approval under the NIH Guidelines for Research Involving Recombinant DNA Molecules. The information collected includes the employee's full name, last four numbers of their SSN, NIH work phone number, NIH Institute/Center, and name of the human pathogen or recombinant DNA that the employees work with. The information contained in the database is used to identify employees who require safety training and medical surveillance as a result of their work with human pathogens or recombinant DNA.
- 11 Explain why the information is being collected.**
- The information is collected in order to uniquely identify each employee in the registries and to establish communication links to the employee in order to schedule the employee for required safety training and medical surveillance.
- 12 Identify with whom the agency will share the collected information**
- The information is only used within DOHS.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PHMIS

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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>The employee identifier information is initially obtained by the Principal Investigator who completes the Human Pathogen Registration Document and Recombinant DNA Registration Document. The Principal Investigator obtains the information directly from the employee or from IC records.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No such information will be collected</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Access to the database is limited to the database administrators, system developers, and users who log into the system with their username and password. The passwords are a minimum length; are a combination of upper case, lower case and special numbers; and expire after a period of time, per ORS guidelines.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>The data will be retained until such time that it is determined that the data is obsolete . At that time, the files will be deleted.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>Systems of Record #09-25-0166</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: PLCO Bioreposit Rec Sys

| <u>Question:</u> | <u>Response:</u> |
|--|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | NCI DCP PLCO Biorepository Receipt System |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | N/A |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-56 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This is the receipt system for biospecimens into the NCI PLCO biorepository. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285 d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287 b, 287c, 289a, 289c, and 44 U.S.C. 3101.) |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The system contains no Personal Identifiable Information (PII). |
| 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: PLCO Bioreposit Rec Sys

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PLCO Coord Ctr Manage Sys

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | DCP PLCO Coordinating Center Management Systems |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | N/A |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-63 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Support for various coordinating center (CC) tasks including death review coordination, contamination assessment, biospecimen management, and quality control and monitoring. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.) |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The system contains no Personal Identifiable Information (PII). |
| 11 Explain why the information is being collected. | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PLCO Coord Ctr Manage Sys

- 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: PLCO Research DB-NCI

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | DCP PLCO Research Database |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | N/A |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-59 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system is used for monitoring, quality control, and analysis of the PLCO trial. Public Health Service Act. (42 U.S.C. 241, 242, 248, 281, 282, 284, 285a, 285b, 285c, 285d, 285e, 285f, 285g, 285h, 285i, 285j, 285l, 285m, 285n, 285o, 285p, 285q, 287, 287b, 287c, 289a, 289c, and 44 U.S.C. 3101.) |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The system contains no Personal Identifiable Information (PII). |
| 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: PLCO Research DB-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: PMA-NCI

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | NIH NCI DCCPS Portfolio Management Application (PMA) |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | 09-25-0036 |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-32 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This application is used by NCI Extramural Division staff to manage Grants, Contracts, Outcomes, Products, etc. 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. | NCI grant and NCI Awarded Contracts information is collected and reviewed by the Federal Program and DCCPS Management Staff to provide timely information for analysis, processing and/or dissemination. The minimal data set has been identified to meet DCCPS needs. The PII includes Name, Address, Phone, Email, Grant. No. |
| 11 Explain why the information is being collected. | The information is collected to allow NCI Extramural Division staff to manage grants, contracts, and outcomes. |
| 12 Identify with whom the agency will share the collected information . | Internal Federal Program Staff, DCCPS Management, State/Local Government Cancer Control Planners. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PMA-NCI

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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>Awarded Grantee and Contract Data is collected from the NCI Contracts Branch, other relevant information is collected from American Cancer society, CDC, NCI Cancer Information Service Contracts.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No information will be collected from children under age 13.</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Information is secured by technical controls such as: user name/password; firewalls; virtual private networks; encryption; etc.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>All data is maintained per system of records SOR 09-25-0036.</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>The existing system of records is SOR 09-25-0036</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRAT Tracker-NIGMS

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 OPDIV: | HHS/NIH/NIGMS |
| 3 Title of System or Information Collection: | PRAT Tracker |
| 4 Is this system or information collection new or is an existing one being modified? | N/A |
| 5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 System of Records Number: | 09-25-0124 |
| 9 OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 Other Identifying Number(s): | NIGMS-0006 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The PRAT tracker is an MS Access system for collection of progress information on current and former NIGMS Pharmacology Research Associate Program (PRAT) fellows. NIGMS and its contractors will use the data to report outcomes for congressional justifications for the PRAT program. Information in this system is protected by the Privacy Act as part of NIH system of records 09-25-0124, and its collection is authorized by 42 U.S.C. 209. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRAT Tracker-NIGMS

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- Data includes name and SSN for identification purposes. Data also include contact information which may include home address and phone number if work contact information is not available. These data are used in maintaining contact with the former fellows for collecting yearly status on progress after the program. Awards, degrees, and other education and employment information are used in aggregate for determining summary outcomes for congressional justification.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- name and SSN is required for unique identification purposes. Contact information is required to maintain contact with the former PRAT fellow. Awards, degrees, and other education and employment information are used in aggregate for determining summary outcomes for congressional justification.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- For review, award and administration of the Pharmacology Research Associate Program (PRAT).
- 15 Identify with whom the agency will share the IIF.
- The data collected is made available to those outside the NIH only as required by law.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Data is collected from the fellows and former fellows via phone, email, letter, or other forms of correspondence
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No
- 18 Describe how the IIF will be secured.
- Regular access to information is limited to NIGMS staff who are collecting the information or sending materials. Developers and/or Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. The database is protected within a locked facility with cipher locks and controlled access



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRAT Tracker-NIGMS

19 Describe plans for retention and destruction of IIF.

Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 2300-320-2(a). Refer to the NIH Manual Chapter for specific disposition instructions.

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

System of Records notice: 09-25-0124

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: Prelude

| <u>Question:</u> | <u>Response:</u> |
|---|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 OPDIV: | HHS/NIH/CSR |
| 3 Title of System or Information Collection: | Prelude |
| 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: | 009-25-01-26-02-3202-00-401-122 |
| 8 System of Records Number: | 09900024 |
| 9 OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 Other Identifying Number(s): | CSR-1 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This is a Commercial Off the Shelf Technology (COTS) product that is used to print out checks to CSR peer reviewers. The legislation authorizing this activity is section 301 of the PHS Act. |
| 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Name, social security number, mailing address is key-entered into this system from another NIH system: IMPAC II. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Prelude

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| 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | Only data required to accurately print out the checks are entered into the system. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | Used to print travel reimbursement checks to reviewers who participate in NIH peer review meetings |
| 15 Identify with whom the agency will share the IIF. | The collected information is only used to print checks for the reviewers and is not otherwise shared. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is key-entered from reports out of IMPAC II, an existing NIH system of records. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 18 Describe how the IIF will be secured. | Access to the information restricted by userid and password. |
| 19 Describe plans for retention and destruction of IIF. | After the checks are written and distributed, the check information is key-entered into IMPACII and removed from this system. |
| 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 : Financial Transactions of HHS Accounting and Finance Office, HHS/OS/ASMB |
| 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: Prelude

- 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: Protocol Tracking

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-02-26 |
| 2 HHS Agency (OPDIV): | HHS:NIH:CC |
| 3 Title of System or Information Collection: | CC Patient & Research Services: Protocol Tracking |
| 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: | 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 is used to collect and report administrative information about intramural research protocols. . 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. | The system captures data from electronic and paper forms pertaining to approvals for intramural research protocols and uses the information to reports statistics and management summaries. The system is designed to collect only the data necessary to document the approval of the protocol. |
| 11 Explain why the information is being collected. | Capture, document and report information to assure that protocols are approved appropriately in the timeframes required. |
| 12 Identify with whom the agency will share the collected information . | Shared within the intramural program at NIH. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Protocol Tracking

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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 is obtained from hardcopy approval forms and in some cases from electronic media.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A.</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Information is kept within automated system protected by user ID and password.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Data is maintained while protocol is active and is then retired to Federal Records Center.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>no</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRPSE-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 DCCPS Project Review, Priority Setting |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | 09-25-0200 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-33 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The PRPSE application was designed to track progress on and evaluate the range of initiatives that are proposed and funded within NCI. It provides for electronic solicitation of senior leadership input that is necessary to develop and finalize annual budget requests. Programs and Branches can also conduct their own internal priority setting. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a; Sec. 285a-1. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The data being collected and stored by the PRPSE application is Contact data (name, Email address) for Initiatives/Concepts. As PRPSE is a reporting/planning tool for NCI administrators, contact information is necessary for any questions or other issues. Name and Email address are the minimum necessary to identify a unique contact. PRPSE also accesses User and Grantee data through other systems (NCI LDAP, PMA) but does not create, modify, or delete this information <input type="checkbox"/> it is read-only. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRPSE-NCI

- 11 **Explain why the information is being collected.** User information (name, phone number) is collected from the NCI LDAP in order for administrators to identify new users of the PRPSE application and activate their accounts, assign access permissions, etc. Contact information (name, Email address) for Concepts/Initiatives and Grantee information (PI name, grant number, organization) is required to perform the basic functions of the PRPSE application.
- 12 **Identify with whom the agency will share the collected information .** NCI will not share the collected information outside of the Institute. Any personal information will only be made available to authenticated users on the NIH domain. Users must also be assigned an account by a PRPSE administrator.
- 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.** Contact information is entered directly into the PRPSE system by either the contacts themselves or their designated staff. There are currently no processes in place regarding notifications or consent-related issues for the collection of Contact information in PRPSE. User or Grantee information is not collected or entered through the PRPSE application.
- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** No information will be collected from children.
- 15 **Describe how the information will be secured.** Access to the PRPSE site is limited to users within the NIH domain. Personal information on grantees (PI name, Grant Number, Organization) is available for only awarded grants that are publicly accessible. Access to personal information on Program or Field contacts (name, Email address) is dependent on whether it is an approved Initiative or unapproved Concept. Initiative information is publicly accessible. Concept information is limited by the user's Organization. Each NCI Organization (i.e. Program or Branch) will be limited to only viewing their own subset of data. Access to User information (name, phone number) is limited by role. Only those users who are designated as Administrators within the application can view this level of information. Other security measures in place include firewalls, IDS, VPN, and Incident Response (IRT).
- 16 **Describe plans for retention and destruction of data collected.** The system is maintained according to the system of records SOR 09-25-0200.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PRPSE-NCI

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

The existing system of records is SOR 09-25-0200



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PSDMS-NCI

| <u>Question:</u> | <u>Response:</u> |
|--|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | NCI Patient Sample Data Management System (PSDMS) |
| 4 Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 Unique Project Identifier Number: | 009-25-01-26-02-4915-00-202-069 |
| 6 System of Records Number: | 09-25-0200 |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-6 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system allows the users in Dr. William Figg's lab to input patient sample data for analysis and research. |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Dr. Figg's lab inputs samples data into PSDMS. The patient information is loaded from the Orkand Clinical Data Registry (CDR). |
| 11 Explain why the information is being collected. | To facilitate the lab analysis performed on the collected samples. |
| 12 Identify with whom the agency will share the collected information | Shared within NIH/NCI only. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: PSDMS-NCI

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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>Patient Data loaded from the Orkand Clinical Data Registry (CDR). Shared within NIH NCI only.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No information collected from children</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Information will be secured by technical controls such as: user name/password; firewalls; virtual private networks; encryption; etc.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>All data is retained and archived as per SOR 09-25-0200.</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>The existing system of records (SOR) is 09-25-0200</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: Records Manage DB-NCCAM

| <u>Question:</u> | <u>Response:</u> |
|---|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 OPDIV: | HHS/NIH/NCCAM |
| 3 Title of System or Information Collection: | NCCAM Records Management Database |
| 4 Is this system or information collection new or is an existing one being modified? | N/A |
| 5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 Unique Project Identifier Number: | N/A |
| 8 System of Records Number: | 09 25 0106 |
| 9 OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 Other Identifying Number(s): | NCCAM 008 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The purpose of the system is to track the disposition of records sent to the Federal Records Center or the National Archives. Authorizing legislation: 42 USC 287c-21 |
| 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The information collected includes file names and disposition dates in an effort to effectively manage records. Only necessary information is collected. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Records Manage DB-NCCAM

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | 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. | SOR 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: Records Manage DB-NCCAM

- 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: RFAPA-NCI

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI DEA RFA/PA Tracking System (RFAPA) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | NA |
| 5 | Unique Project Identifier Number: | NA |
| 6 | System of Records Number: | NA |
| 7 | OMB Information Collection Approval Number and Expiration Date : | NA |
| 8 | Other Identifying Number(s): | NCI-42 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Tracks research initiatives (RFA/PA/RFP) from concept initiation through award. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1; 42 U.S.C. 241(d), 281. |
| 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 describing the concept including scientific objectives, proposed budget, and tracking is collected to facilitate the review, approval, and publication of the concept. No PII is collected. |
| 11 | Explain why the information is being collected. | |
| 12 | Identify with whom the agency will share the collected information | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: RFAPA-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: RRP Website

| <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: | Radiation Research Program (RRP) Website |
| 4 Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 Unique Project Identifier Number: | 2005: 009-25-01-27-02-4999-00-202-072 2004: 009-25-01-27-02-4999-00 |
| 6 System of Records Number: | N/A |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-24 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The IT system referred to is an information resource website. No personally identifiable information is collected or exchanged. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, PART C, subpart 1, Sec.285, Sec. 285a, and 44 U.S.C. 3101 |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The RRP Website is an evolving reference source of information and publications concerning, but not limited to, the goals and objectives of the Radiation Research Program, Division of Cancer Treatment and Diagnosis, National Cancer Institute. |
| 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: RRP Website

- 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: Sci Area Code & Rep Sys

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-02 |
| 2 OPDIV: | HHS/NIH/NINR |
| 3 Title of System or Information Collection: | Science Area Coding and Reporting System (STARS) |
| 4 Is this system or information collection new or is an existing one being modified? | NA |
| 5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 Unique Project Identifier Number: | 009-25-01-01-02-8997-00 |
| 8 System of Records Number: | 09-25-0036 |
| 9 OMB Information Collection Approval Number and Expiration Date: | NA |
| 10 Other Identifying Number(s): | NINR1 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Science Tracking and Reporting System is an IMPAC II extension system that allows for automated Science Area Coding, rules, canned and ad hoc reporting of National Institute of Nursing Research (NINR) grant data. Sec 301 of PHS Act |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Sci Area Code & Rep Sys

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- 15 Identify with whom the agency will share the IIF.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- 19 Describe plans for retention and destruction of IIF.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

STARS downloads grant data from IMPACII. To that data, grant-by-grant, the responsible program director assigns one to many science area codes. Once the coding is complete, the program, grants management, financial, and information office staff can run reports to gather information necessary for their particular area to respond to program, budgetary, department, and congressional requirements.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Sci Area Code & Rep Sys

- 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: Sci Track & Rep Sys-NIDCD

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | National Institutes of Health |
| 3 | Title of System or Information Collection: | Scientific Tracking and Reporting System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | No |
| 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. | This system is a collection of NIDCD data downloaded from the ImpacII system for tracking and reporting grant 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. | No data is collected by NIDCD for this system. NIDCD data is downloaded from ImpacII which houses data for all of NIH. The NIDCD system is a shadow system to the ImpacII system. |
| 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: Sci Track & Rep Sys-NIDCD

- 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: SCION

Question:

Response:

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|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-02-25 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | Scion |
| 4 | Is this System or Information Collection new or is an existing one being modified? | |
| 5 | Unique Project Identifier Number: | 009-25-02-01-02-3301-00 |
| 6 | System of Records Number: | |
| 7 | OMB Information Collection Approval Number and Expiration Date : | |
| 8 | Other Identifying Number(s): | |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Collection of Animal Facility Management Data including but not limited to Protocols, Animal Orders, Animal Records and Census Tracking Data. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Information collected will be from an approved protocol which includes researcher contact information. |
| 11 | Explain why the information is being collected. | Information is used to manage animal research colonies and to identify study animals by investigator and laboratory. |
| 12 | Identify with whom the agency will share the collected information | Information will not be shared |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SCION

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|--|---|
| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is collected directly from the individuals and from Institute approved animal study proposals prepared by the investigators.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No information will be collected from children under 13 years old</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Log-in & password</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Database is periodically purged with no requirement to retain PII data after completion of research</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>None</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SCORE-NIDCR

| <u>Question:</u> | <u>Response:</u> |
|---|---|
| 1 Date of this Submission (MM/DD/YYYY): | 0000-00-00 |
| 2 OPDIV: | HHS-NIH-NIDCR |
| 3 Title of System or Information Collection: | Dental, Oral and Craniofacial Reporting System |
| 4 Is this system or information collection new or is an existing one being modified? | NA |
| 5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 Unique Project Identifier Number: | 009009-25-01-03-02-7304-00 |
| 8 System of Records Number: | NIH 09-25-0036 |
| 9 OMB Information Collection Approval Number and Expiration Date: | NA |
| 10 Other Identifying Number(s): | NA |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Science coding of research projects that is used for budgetary and other reporting purposes. PHS Act, Sec. 301. |
| 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Data is used to perform specialized queries and to generate reports for internal use. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SCORE-NIDCR

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|----|--|------------|
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | NA |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | NA |
| 15 | Identify with whom the agency will share the IIF. | NA |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 18 | Describe how the IIF will be secured. | NA |
| 19 | Describe plans for retention and destruction of IIF. | NA |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-25-0036 |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SCORE-NIDCR

- 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: Sec Coun Website-NIGMS

| <u>Question:</u> | <u>Response:</u> |
|---|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 OPDIV: | HHS/NIH/NIGMS |
| 3 Title of System or Information Collection: | NIGMS Secure Council 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: | 009-25-01-27-02-5111-00-500-200 |
| 8 System of Records Number: | N/A |
| 9 OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 Other Identifying Number(s): | NIGMS-0010 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The secure council website provides National Advisory General Medical Sciences (NAGMS) council members with information and materials for council meetings. |
| 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. | Grant related materials and information are uploaded into the system by NIGMS staff and provided to council members on-line. This system does not contain any Personally Identifiable Information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Sec Coun Website-NIGMS

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Sec Coun Website-NIGMS

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SERCH

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-10-21 |
| 2 OPDIV: | NIH |
| 3 Title of System or Information Collection: | System for Enterprise Records and Correspondence Handling (SERCH) |
| 4 Is this system or information collection new or is an existing one being modified? | Existing one being modified |
| 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: | 009-25-02-01-02-4647-00-404-137 |
| 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 |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SERCH

- | | |
|--|--|
| <p>11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.</p> | <p>To provide electronic records management and document management for the NIH Director's official correspondence and files. To track and distribute all correspondence addressed or directed to the NIH Director and documents initiated by him, to assure timely and appropriate response. To classify and maintain these incoming and response documents, briefing materials, and meeting folders as part of the NIH Director's official files until they are either purged and shredded or accessioned to the National Archives and Records Administration according to the NIH Records Control Schedule.</p> |
| <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>The system does not collect any information; it maintains only the information that is submitted voluntarily.</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>NIH maintains only the data that the correspondent voluntarily sends us. We enter as searchable fields only that data which is necessary to respond to the correspondence (name and mailing address or email address).</p> |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | <p>NIH maintains only the IFF data that the correspondent voluntarily sends us that is necessary for us to respond to their request (name and mailing address or email address).</p> |
| <p>15 Identify with whom the agency will share the IIF.</p> | <p>N/A</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>NIH Executive Secretariat staff obtains all data from official correspondence sent to the NIH Director. No additional data is collected from any other source. Since the correspondent voluntarily sends the correspondence to the NIH Director, it contains only the information that the correspondent chooses to include (a letter may be sent anonymously).</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 information will be collected from children under age 13 on the Internet.</p> |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SERCH

- 18 Describe how the IIF will be secured.** The system's Web site shall use Secure Sockets Layer (SSL), and Security Logging shall be activated. The Web user interface shall provide 128-bit encryption and be PKI-enabled. The system shall keep an audit trail for all functional areas. The system, in conjunction with its operating environment, shall use identification and authentication measures that allow only authorized persons to access the system. The system shall provide multi-level, role-based system access controls, regularly updated by the Systems Administrator. The system shall integrate with Single Sign On. Each user will be required to login with user IDs and passwords, and users shall be locked out after 3 failed login attempts. Password construction shall adhere to NIH password policy, and passwords shall be encrypted when in storage and in transmission. The user's screen shall automatically lock after a specified period of inactivity. Physical records are stored in locked file cabinets. Deleted documents are shredded.
- 19 Describe plans for retention and destruction of IIF.** The data pertaining to the records will be retained/destroyed along with the record in accordance with the approved Files Retention Schedule for the NIH Director's official files.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** The Privacy Act System of Records Notice under which the records will be maintained is 09-25-0106, entitled "Administration: Office of the NIH Director and Institute/Center Correspondence Records, HHS/NIH/OD."
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):** Signed by: Timothy J. Wheelles NIH Privacy Act Officer 10/21/04
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):** Not yet signed by: Suzanne J. Servis Designee for NIH Director
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):** Not yet signed by: Alan Graeff NIH Chief Information Officer

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SIMON-NIDDK

| <u>Question:</u> | <u>Response:</u> |
|---|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-08 |
| 2 HHS Agency (OPDIV): | PHS/NIH/NIDDK |
| 3 Title of System or Information Collection: | NIH NIDDK Financial Management System (SIMON) Scientific Information Management On-Line Network |
| 4 Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 Unique Project Identifier Number: | 009-25-02-01-02-3103-00 |
| 6 System of Records Number: | 09-25-0036 |
| 7 OMB Information Collection Approval Number and Expiration Date : | n/a |
| 8 Other Identifying Number(s): | n/a |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | (SIMON) is a system which tracks applications and grants submitted to the NIH by biomedical institutions requesting Federal funding in support of their research and which are administered by the NIDDK. (SIMON) is a management/reporting tool to assist NIDDK program administrative staff in the management of their grant/application portfolios. The data contained in (SIMON) is not collected by the NIDDK but is downloaded from the NIH relational database system (IMPACII). The information contained in (SIMON) is collected by the NIH pursuant to its statutory authorities for awarding grants, contained in Sections 301 (a) and 487 of the PHS Act, as amended (42 USC 241a and 42 USC 288). |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SIMON-NIDDK

- 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 available information provided for each grant/application includes name, institution, address, phone number, and e-mail address of the principal investigator; title of the research project; project number assigned by the NIH; total fiscal year expenditures of the project; and other data used by the NIH and NIDDK for administrative purposes. The information can be retrieved through a intranet web-based reporting system. The information has a variety of uses, including the following: reports used by NIDDK staff to manage their portfolio of grants and/or applications, providing the NIH Office of Financial Management with final confirmed Institute/Center obligations for research and training activities; preparing reports; providing information for congressional testimony; responding to requests from other government agencies, academic researchers, professional and trade organizations, private industry and the news media. Data available in (SIMON) are the minimum necessary to support these uses. The data contained in (SIMON) is submitted to the NIH by institutions as part of their request for Federal support.
- 11 Explain why the information is being collected.**
- The information contained in (SIMON) is used by the NIDDK to manage its portfolio of grants/applications. Such information must be available if an application is to receive due consideration for an award. Lack of sufficient information may hinder the NIDDK's ability to review an application and to monitor the grantee's performance.
- 12 Identify with whom the agency will share the collected information.**
- The information contained in (SIMON) is primarily used by the NIDDK for internal administrative purposes. All personal private information is used by NIDDK staff for the purpose of communicating with applicants/grantees in the conduct of official business. System data may be used in preparing reports submitted to higher level NIH offices, providing information for congressional testimony; responding to requests from other government agencies, academic researchers, professional and trade organizations, private industry and the news media
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- The information contained in (SIMON) is downloaded from the NIH relational database (IMPACII). No information contained in the (SIMON) system is directly collected from individuals. It is provided freely by institutions and individuals to the NIH as part of their request for federal funding. The policies, procedures, instructions, forms, and examples for submission of information to the NIH is posted on the NIH web site.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SIMON-NIDDK

- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** No data for (SIMON) is directly collected from any individual by the NIDDK. The data is downloaded from the NIH relational database (IMPACII).
- 15 **Describe how the information will be secured.** The data resides on a secure server, protected by user ID, passwords, firewall, and intrusion detection
- 16 **Describe plans for retention and destruction of data collected.** Data for awarded NIDDK grants is retained indefinitely by Fiscal Year of award. All other data is refreshed from the NIH IMPACII relational database daily.
- 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: SIP

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | Summer Internship Program (SIP) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | New System |
| 5 | Unique Project Identifier Number: | 009-25-04-01-02-8610-00 |
| 6 | System of Records Number: | 09-90-0018 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system tracks students in Summer Internship programs at NINDS. PHS Act Section 301. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Collected information includes, name, address, home phone, SSN, DOB, race, gender, and Citizenship. Data is collected from the job applications and resumes that each individual submitted. The data is collected in a database to keep track of current and formal student verification and reminder of an appointment expiration date. |
| 11 | Explain why the information is being collected. | The data is collected in a database to keep track of current and formal student verification and reminder of an appointment expiration date. |
| 12 | Identify with whom the agency will share the collected information . | Collected data is not shared with any other source. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SIP

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- The data is collected from the job applications or resumes that an individual submitted for a possible employment.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- The information is not collected from anyone under the age of 13.
- 15 Describe how the information will be secured.
- The information is accessed by the limited authorized personnel only from the Equal Employment Opportunity and Summer Programs Office with a person who has a proper network user name and password with icon on his/her desktop computer.
- 16 Describe plans for retention and destruction of data collected.
- The collected data is secured saved on the file server, and once the authorized personnel determine that the data is no longer needed, it will be deleted from the server and the backup tapes.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- #09-90-0018 HHS/NIH
- 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: SIRIUS

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 0000-00-00 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | Scion |
| 4 | Is this System or Information Collection new or is an existing one being modified? | |
| 5 | Unique Project Identifier Number: | : 009-25-02-01-02-3301-00 |
| 6 | System of Records Number: | |
| 7 | OMB Information Collection Approval Number and Expiration Date : | |
| 8 | Other Identifying Number(s): | |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Collection of Animal Facility Management Data including but not limited to Protocols, Animal Orders, Animal Records and Census Tracking Data. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Information collected will be from an approved protocol which includes researcher contact information. |
| 11 | Explain why the information is being collected. | Information is used to manage animal research colonies and to identify study animals by investigator and laboratory. |
| 12 | Identify with whom the agency will share the collected information | Information will not be shared |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SIRIUS

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is collected directly from the individuals and from Institute approved animal study proposals prepared by the investigators.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>) No information will be collected from children under 13 years old</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Log-in & password</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Database is periodically purged with no requirement to retain PII data after completion of research</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | |
| <p>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: Small Prog Supp Sys-NIEHS

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 0000-00-00 |
| 2 HHS Agency (OPDIV): | NIH\NIEHS |
| 3 Title of System or Information Collection: | NIH NIEHS Small Program Support Systems |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | 009-25-01-26-02-6299-00-202-069 |
| 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. | Includes multiple small systems that support NIEHS program activities. |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Data may be downloaded from NIH systems or collected to track, administer or perform NIEHS activities in conjunction with its programs. Systems that have private information are not included. |
| 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: Small Prog Supp Sys-NIEHS

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SMART Data System

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NIAAA |
| 3 Title of System or Information Collection: | SMART Data System (Institute Grant Extension Database) |
| 4 Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 Unique Project Identifier Number: | 009-25-01-01-01-3101-00 |
| 6 System of Records Number: | 09-25-0036 |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | N/A |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | purpose is to code and report on research projects. The authority for the maintenance of this system is 5 U.S.C. 301; 42 U.S.C. 217a, 241, 282(b)(6), 284a, and 288, 48 CFR Subpart 15.3 and Subpart 42.15. |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Data is obtained from IMPAC II and populates this database. Information collected is the minimal necessary to code and report on research projects. |
| 11 Explain why the information is being collected. | To code and report on research projects |
| 12 Identify with whom the agency will share the collected information . | The information is for internal use only. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SMART Data System

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is obtained from the IMPAC II database. No new confidential information is added, therefore, notification would be addressed by the IMPAC II managers.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Servers and computer terminals are held in secure buildings, are password protected and accessible to limited staff on a need-to-know basis.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Records are retained and destroyed in accordance with the NIH Records Schedule when no longer needed for administrative purposes.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | |
| <p>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: SNPs DB-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 SNPs Database |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | 009-25-01-26-02-6205-00-202-069 |
| 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. | Database to support research on single nucleotide polymorphisms in conjunction 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. | Research information is submitted. NIEHS sponsors but does not operate or maintain the database. |
| 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: SNPs DB-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: SPIN-NINDS

| <u>Question:</u> | <u>Response:</u> |
|--|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NINDS |
| 3 Title of System or Information Collection: | Special Projects in Neuroscience (SPIN) |
| 4 Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 Unique Project Identifier Number: | 009-25-04-01-02-8610-00 |
| 6 System of Records Number: | 09-90-0018 |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | N/A |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | SPIN allows staff to track PIs, fellows, trainees and supportees who have minority supplements. SPIN allows information on people not stored in IMPAC II to be associated with a particular grant application. PHS Act Section 301. |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Collected information includes, grantee's name, race, ethnicity, education level, and gender. The information is collected for grant application reporting purposes used only within the institute. The collected information is the minimum amount of information that is associated with the application. The information is used to monitor research programs research capacity building and training, and health disparities among underrepresented groups (e.g. racial/ethnic, gender, etc.). |
| 11 Explain why the information is being collected. | The data is collected in a database to keep track of PIs, fellows, and trainees backgrounds to monitor research programs research capacity building and training, and health disparities among underrepresented groups. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SPIN-NINDS

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| <p>12 Identify with whom the agency will share the collected information</p> | Collected data is not shared with any other sources, but used internally. |
| <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> | The data is collected from the grant applications that an individual submits for consideration in obtaining a grant. Consent is assumed when an individual submits his/her grant applications. |
| <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> | The information is not collected from anyone under the age of 13. |
| <p>15 Describe how the information will be secured.</p> | The information is accessed by the limited authorized personnel only from the Office of Minority Health and Research with a person who has a proper network user name and password with icon on his/her desktop computer. The site where the system is maintained contains guard or card key access, and the rooms are secured by locks |
| <p>16 Describe plans for retention and destruction of data collected.</p> | The collected data is secured on the file server, and once the authorized personnel determine that the data is no longer needed, it will be deleted from the server and the backup tapes according to NIH Sanitization Policy. |
| <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> | 09-90-0018 |
| <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: SPORE

| <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: | SPORE Presentation Submission (SPORE) |
| 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-34 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Annual Spore Meeting participants post presentations that will be delivered to a website. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1, Sec. 285, Sec. 285a and 44 U.S.C. 3101 |
| 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. Meeting participants post a limited amount of work-related information and a presentation(s) to a website. |
| 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: SPORE

- 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: SREA-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: | NIH NCI Scientific Review and |
| 4 | Is this System or Information Collection new or is an existing one being modified? | NA |
| 5 | Unique Project Identifier Number: | NA |
| 6 | System of Records Number: | NA |
| 7 | OMB Information Collection Approval Number and Expiration Date : | NA |
| 8 | Other Identifying Number(s): | NCI-43 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Collects information on non-consultant vouchers (meeting facilities, travel, etc.) and combines it with IMPAC II information to generate reports for staff. Public Health Act, TITLE 42, CHAPTER 6A, SUBCHAPTER III, Part C, subpart 1; 42 U.S.C. 241(d), 281. |
| 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. | Collects information on non-consultant vouchers (meeting facilities, travel, etc.) and combines it with IMPAC II information to generate reports for staff. No PII is collected. |
| 11 | Explain why the information is being collected. | |
| 12 | Identify with whom the agency will share the collected information | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: SREA-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: SSE-NCI

| <u>Question:</u> | <u>Response:</u> |
|--|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 Title of System or Information Collection: | NIH NCI SSE |
| 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-9 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | SSE is a web Application that is used for internal tracking NCI human resource personnel actions. 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. | A limited amount of work-related information is entered into the system which allows staff to view the status of HR actions. The system is maintained for internal business use 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: SSE-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: Staff Photo Dir-NIGMS

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 OPDIV: | HHS/NIHNIGMS |
| 3 Title of System or Information Collection: | NIGMS Staff Photo Directory |
| 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: | 09-25-0216 |
| 9 OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 Other Identifying Number(s): | NIGMS-0015 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The NIGMS staff photo directory resides on the NIGMS Intranet and provides NIGMS staff with staff names, titles, office/division/branch, work phone numbers and office locations of NIGMS staff. Information in the system is protected by the Privacy Act as part of NIH system of records 09-25-0216 and its collection is authorized by 5 U.S.C. 301 and 302, 44 U.S.C. 3101 and 3102, Executive Order 9397. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Staff Photo Dir-NIGMS

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- The only PII information collected is a photograph of the staff person. The photograph can be access on the NIGMS Intranet to help staff familiarize themselves with new persons.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- All other information is work related such as location, work phone number, etc. Staff may decline to have the photograph
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- To facilitate the ability to contact appropriate staff within the institute and to improve communications and promote a better work environment
- 15 Identify with whom the agency will share the IIF.
- The information is not shared. All photographs are marked NIGMS Official Use Only to minimize likelihood of misuse.
- 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 name and contact information is provided by the supervisor prior to new employee's start date. During new staff's IT orientation they are asked if they'd like to have their photograph included in the directory to help co-workers identify them more easily. Inclusion of photographs is voluntary. If agreeable, the new person's photograph is taken, labeled NIGMS Official Use Only, and the digital image is placed in a secure system folder.
- 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 digital image is stored using NTSF file protections. The intranet site that displays the photographs is available only on the NIGMS Intranet, and is protected by multiple firewalls and NT account and password.
- 19 Describe plans for retention and destruction of IIF.
- Records are maintained on electronic media such as computer tape and disk. Automated records are stored in controlled computer areas. Computerized records will be maintained in accordance with the standards of Chapter 45-13 of the HHS General Administration Manual, "Safeguarding Records Contained in Systems of Records", supplementary Chapter PHS hf: 45-13, and the Department's Automated Information System Security Program Handbook.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Staff Photo Dir-NIGMS

System of Records notice: 09-25-0216

- 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: Standards Based Rep-NCI

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-12 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI Standards Based Reporting/Common Data Elements |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-26-02-4921-00 |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-31 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | One of the problems confronting the biomedical data management community is the panoply of ways that similar or identical concepts are described. Such inconsistency in data descriptors (metadata) makes it nearly impossible to aggregate and manage even modest-sized data sets in order to be able to ask basic questions. The NCI, together with partners in the research community, develops common data elements (CDEs) that are used as metadata descriptors for NCI-sponsored research. The caDSR is a database and tool set that the NCI and its partners use to create, edit and deploy the CDEs. Public Health Act, Title 42, Chapter 6A, Subchapter III, Part C, Subpart 1, Sec. 285, Sec. 285A And 44 U.S.C. 3101. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The system does not collect PII. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Standards Based Rep-NCI

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Starcatcher

| <u>Question:</u> | <u>Response:</u> |
|--|---|
| 1 Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 HHS Agency (OPDIV): | HHS/NIHNCI |
| 3 Title of System or Information Collection: | StarCatcher/StarGazer (Starcatcher) |
| 4 Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 Unique Project Identifier Number: | N/A |
| 6 System of Records Number: | 09-90-0018 |
| 7 OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 Other Identifying Number(s): | NCI-12 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | StarCatcher/Star Gazer is a web application in which the public can enter and submit resumes for referral within the NCI. [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. | A limited amount of information collected via StarCatcher is used by authorized NCI staff via StarGazer to identify candidates interested in working at the NCI. |
| 11 Explain why the information is being collected. | Information collected in StarCatcher is used viewed via StarGazer, which enables NCI science and administrative managers to access information about candidates. All information is located in one database. Information is collected via StarCatcher and viewed via StarGazer. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Starcatcher

- 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):
- StarGazer restricts access to only NCI hiring managers (managers, supervisors, team leaders, and those individuals designated by their director as a recruitment point-of-contact).
- Candidates input information into StarCatcher and upon entry into the site, it is stated that: NCI maintains a resume databank of interested applicants for professional, administrative and internship positions that may have future openings. If you would like to post your resume, please choose a job category/specialty that we list. On all opportunities it is noted that: The NCI StarCatcher Website accepts resumes from interested applicants for positions that may have future openings, it is not intended to solicit or accept applications for official vacancy announcements. Your contact information and resume will be kept on file in the StarCatcher Website for one year from the date you post your resume. Should position openings occur and if there is interest in your credentials/qualifications, you may be invited to participate in a formal interview.
- No information will be collected from children.
- Information is secured via restricted access to NCI hiring managers via a network username and password.
- Data will be maintained according to the system of records SOR 09-90-0018.
- The existing system of records is SOR 09-90-0018



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: STEP

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | NIH |
| 3 | Title of System or Information Collection: | : Student Temporary Employment Program (STEP) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | New System |
| 5 | Unique Project Identifier Number: | 009-25-04-01-02-8610-00 |
| 6 | System of Records Number: | 09-90-0018 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system tracks students in Work-Study programs at NINDS. PHS Act Section 301. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Collected information includes, name, address, home phone, emergency contact name & phone, SSN, DOB, race, gender, citizenship info, alien number if applicable and country of birth. The information is collected from the job applications and resumes that each individual submitted for possible employment. The collected data are the minimum necessary to track of current and formal student verification, and reminder of an appointment expiration date. |
| 11 | Explain why the information is being collected. | The data is collected to keep track of current and formal student verification, and reminder of an appointment expiration date of an employment. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: STEP

- 12 Identify with whom the agency will share the collected information
Collected data is not shared with any other source.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
The data is collected from the job applications or resumes that an individual submitted for a possible employment.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
(Reference: Children's Online Privacy Protection Act of 1998). The information is not collected from anyone under the age of 13.
- 15 Describe how the information will be secured.
The information is accessed by the limited authorized personnel only from the Equal Employment Opportunity and Summer Programs Office with a person who has a proper network user name and password on a restricted access folder on the network drive. Only authorized user of the database can access the folder and enter and retrieve information
- 16 Describe plans for retention and destruction of data collected.
The collected data is secured saved on the file server, and once the authorized personnel determine that the data is no longer needed, it will be deleted from the server and the backup tapes.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
#09-90-0018, HHS/NIH
- 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: Supplemen Track Sys-NIGMS

| <u>Question:</u> | <u>Response:</u> |
|--|--|
| 1 Date of this Submission (MM/DD/YYYY): | 2004-06-18 |
| 2 OPDIV: | HHS/NIH/NIGMS |
| 3 Title of System or Information Collection: | MD Supplements System |
| 4 Is this system or information collection new or is an existing one being modified? | N/A |
| 5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 Unique Project Identifier Number: | 009-25-01-27-02-5111-00-500-200 |
| 8 System of Records Number: | 09-25-0036 |
| 9 OMB Information Collection Approval Number and Expiration Date: | N/A |
| 10 Other Identifying Number(s): | NIGMS-0003 |
| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The MD Supplements System is a client/server system used to collect and maintain data on students supported by supplements. The data is used to provide complete, accurate, and up-to-date reports on support on Research Supplements for Underrepresented Minorities and Individuals with Disabilities. Information in the system is protected by the Privacy Act as part of NIH system of records 09-25-0036 and its collection is authorized by 42 U.S.C. 217a. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Supplemen Track Sys-NIGMS

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- Data includes name and SSN for identification purposes. The system also contains data on educational level, gender, citizenship status, and ethnicity. The data are only used in summary form for reporting purposes.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- The SSN and name are required to ensure identification. Education level, gender, citizenship status and ethnicity are required to generate the required report.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- The information is used by NIH staff to generate a required report on support of underrepresented minorities and individuals with disabilities.
- 15 Identify with whom the agency will share the IIF.
- The information is normally only shared in aggregate form in the report. The data collected is made available to those outside the NIH only as required by law.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Personal identification information (names, SSN, addresses, etc.) is collected from the supplements application that is provided part of the Minority and Disabilities supplement program.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No
- 18 Describe how the IIF will be secured.
- Regular access to information is limited to NIGMS staff that are collecting the information or generating the report. Contractor employees may have access on an as-needed basis for system administration and maintenance. Other access is granted only on a case-by-case basis, consistent with the restrictions required by the Privacy Act (e.g., when disclosure is required by the Freedom of Information Act), as authorized by the system manager. The database is protected within a locked facility with cipher locks and controlled access.
- 19 Describe plans for retention and destruction of IIF.
- Records are retained and disposed of under the authority of the NIH Records Control Schedule contained in NIH Manual Chapter 1743, Appendix 1 - "Keeping and Destroying Records" (HHS Records Management Manual, Appendix B-361), item 4000-A-2, which allows records to be destroyed when no longer needed for administrative purposes.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Supplemen Track Sys-NIGMS

- 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):

System of Records notice: 09-25-0036

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Support System-NCI

Question:

Response:

- | | | |
|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NCI |
| 3 | Title of System or Information Collection: | NCI Support system |
| 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-10 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Track and report computer problems. PHS Act, Title IV, Part C; National Cancer 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. | Computer user name, location and problem collected for the purposes of routine help desk tracking management. |
| 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: Support System-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: Surplus

| <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 Surplus Accountable Property Requests (Surplus) |
| 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-36 |
| 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The system is a web application used by staff to enter and view accountable property surplus requests. 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. | Staff enters in work-related information about accountable property to request surplus |
| 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: Surplus

- 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):