

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Teleresults/Lab Grabber

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-04
2 HHS Agency (OPDIV):	National Institutes of Health
3 Title of System or Information Collection:	Teleresults/Lab Grabber
4 Is this System or Information Collection new or is an existing one being modified?	New.
5 Unique Project Identifier Number:	
6 System of Records Number:	
7 OMB Information Collection Approval Number and Expiration Date :	
8 Other Identifying Number(s):	NIDDK P.O. number 263-MK-015345 for Teleresults
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The system provides support for the Transplant Branch and the Islet and Autoimmunity Branch of NIDDK. The system facilitates the collection of relevant medical data for both clinical management and medical research. (MISSING: authorizing legislation, maybe 42 United States Code. 241, 248 ??)

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OPDIV: NIH System Name: Teleresults/Lab Grabber

- 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.**
2. The agency will collect confidential patient medical information including past medical histories from outside medical facilities. The collected information will be used for the medical management of patients participating in clinical research trials. The data will also be used to meet research reporting requirements for the NIDDK Institutional Review Board, the Food and Drug Administration and research collaborators. The information is collected from patients, outside medical entities, and the NIH Clinical Center. The information is stored in an in-house database server. The collected data is used as an aid for clinical personnel as well as the basis for research in organ transplant and immunology. The data consists of basic demographics, laboratory test results, medications, medical histories, histopathology information and other relevant medical data. This data is the minimum necessary to present a clinical description of a patient and to allow retrospective research on clinical outcomes.
- 11 Explain why the information is being collected.**
- The information is being collected to facilitate medical care and provide data for medical research.
- 12 Identify with whom the agency will share the collected information**
- The information is shared on a regular basis with other authorized personnel within the NIH Clinical Center, laboratory personnel at Walter Reed Army Medical Center (WRAMC), and collaborating physicians at WRAMC. The data is accessed on an intermittent basis by one or more support vendors (covered under nondisclosure agreements) for maintenance and testing purposes. The data will be shared with outside research collaborators as outlined in each specific research protocol. The NIDDK Technology Transfer Office has approved all data that is shared with outside research collaborators.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- Information will be obtained from patients' medical records. This will include medical record information from this facility and from outside facilities. These patients are participants in clinical research trials being conducted at the National Institutes of Health. Each patient's protocol consent identifies who has access to personal medical information and what part of their medical record information will be shared. This includes genetic testing information. No patient data is entered into this database until that patient has given informed consent.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- No information is obtained, regardless of age, from public use of the internet. The internet is used (via encrypted transmissions) only as a means for authorized personnel to access the database.



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OPDIV: NIH System Name: Telereports/Lab Grabber

- 15 **Describe how the information will be secured.** The information is stored in a database server located in the NIH Clinical Center Data Center. The Data Center has secured physical entry. Logical data security is accomplished through a combination of normal network logon security and additional passwords. ODBC setup on a client machine requires a database password known only by support staff and the database vendor. Read-only access via Lab Grabber relies on authorization by the normal network logon process. Read-write access via Telereports requires an additional personal program logon and password. Remote access via Citrix requires an additional Citrix password.
- 16 **Describe plans for retention and destruction of data collected.** The data will be actively maintained as long as the relevant Branches maintain a clinical program. There are no plans for data destruction.
- 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.** We are beginning the process of obtaining a Systems of Records number specifically for this system
- 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: TFO-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 Alumni Database |
| 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: | 09-25-0108 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | NCI-39 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Fellowship Office (TFO) tracks location and progress of former NCI fellows. 42 U.S.C. 241(a)(2), 42 U.S.C. 282(b)(10), and 42 U.S.C. 284(b)(1)(k). |
| 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. | In order to establish a viable Alumni database we collect identifiers for example: name, e-mail address, NCI Sponsor and training dates, from former NCI Fellows so that: a) we have historical information re: who has trained at NCI, b) we can maintain contact with NCI Fellows who take new positions; c) we have a list of potential speakers for future seminars for Fellows d) we have a resource for networking for our current Fellows |
| 11 | Explain why the information is being collected. | To evaluate NCI's training programs and inform current fellows about science careers |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: TFO-NCI

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| 12 | Identify with whom the agency will share the collected information | Information is for internal use only. |
| 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 Alumni page of the TFO web site invites voluntary submission of information. Individuals known to be former NCI Fellows, or who are completing their Fellowship, are also contacted individually and asked to list themselves. Notice is provided on the TFO Web site |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No data will be collected from children. |
| 15 | Describe how the information will be secured. | Username/passwords; firewalls; virtual private networks; etc. |
| 16 | Describe plans for retention and destruction of data collected. | Data is maintained per SOR 09-25-0108 |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The existing system of records is SOR 09-25-0108 |
| 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: TFS-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 TFS
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-3
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Collect and maintain personnel management information. 42 U.S.C. 241(a)(2), 42 U.S.C. 282(b)(10), and 42 U.S.C. 284(b)(1)(k).
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Employment information and other personnel data for the purposes of routine personnel management. PII includes Social Security Number.
11 Explain why the information is being collected.	Routine personnel management.
12 Identify with whom the agency will share the collected information .	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: TFS-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.
- Data originally collected from employee is imported from NIH HRDB, Commissioned Corps, FPS II, FSB, and NIH Data Warehouse. Privacy Act notification was given at time of collection.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information will be obtained from a child.
- 15 Describe how the information will be secured.
- Data and application security measures include firewalls, user ID and passwords, least privilege, VPN, IDS, and an incident response team.
- 16 Describe plans for retention and destruction of data collected.
- According to retention and disposal provisions of SOR is 09-90-0018
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- The existing system of records is SOR is 09-90-0018
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Toxicology Initiatives Database-NIEHS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-08
2 HHS Agency (OPDIV):	NIH\NIEHS
3 Title of System or Information Collection:	NIH NIEHS Toxicogenomics Initiative Database
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-26-02-6204-00-202-069
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.	Collection, processing, search and display of data from microarray, proteomics and toxicological assays conducted through a variety of intramural and extramural research partnerships in conjunction with the NIH mission
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Data is collected in multiple research settings following scientific study protocols. No personal information is collected.
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Toxicology Initiatives Database-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: TOXNET

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-10-01
2 OPDIV:	NIH
3 Title of System or Information Collection:	NIH NLM Toxicology Data Network (TOXNET)
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	N
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Karen Plá
7 Unique Project Identifier Number:	009-25-01-26-02-0703-00-202-072
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system supports the National Library of Medicine's suite of toxicology and environmental health databases and information services. It is authorized under Section 465 of the Public Health Services Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The system does not collection any information.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: TOXNET

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Signed by: Timothy J. Wheelles NIH Privacy Act Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Not yet signed by: Suzanne J. Servis Designee for NIH Director |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: TOXNET

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

Not yet signed by: AI Graeff NIH Chief Information Officer



U.S. Department of Health and Human Services



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Track Record

<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:	Track Record
4 Is this system or information collection new or is an existing one being modified?	N/A
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	
7 Unique Project Identifier Number:	N/A
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	CSR-5
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Records and tracks tasking of Web team. Authorized by Section 301 of the PHS Act.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	No PII information is collected.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Track Record

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Track Record

- 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: Trainee Tracking

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-09
2 HHS Agency (OPDIV):	HHS/NIH/FIC
3 Title of System or Information Collection:	Trainee Tracking
4 Is this System or Information Collection new or is an existing one being modified?	N/A
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	09-25-0036
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	FIC003-TraineeTracking
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system will track, report and evaluate short and long-term outputs, outcomes, and impacts of FIC international and non-National Research Service Award (non-NRSA) US research trainees involved in health research training programs. Legislative Authority <input type="checkbox"/> PHS Act Section 482.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	1) Grants related data (includes grant# and PI information etc.); 2) Trainee information (includes but not limited to trainee personal, educational, job, publication, presentation, fellowships and success stories etc.)

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Trainee Tracking

- 11 Explain why the information is being collected. 1. To track annual trainee progress and modify individual grants and programs accordingly; 2. To report to NIH and HHS administration as well as to Congress (GPRA) and OMB (PART). Further, policy offices will use the evaluation data to develop recommendations regarding future directions in a program. 3.To evaluate the trainees and the training programs in which they participate. 4.PIs could track and evaluate their own programs.
- 12 Identify with whom the agency will share the collected information . Yes, to other NIH ICs and HHS as requested and to Principal Investigators.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Grants related data will be downloaded from IMPAC II and trainee information will be collected from Principal Investigators through a written request.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) No.
- 15 Describe how the information will be secured. Application will be housed and maintained by Center for Information Technology, NIH.
- 16 Describe plans for retention and destruction of data collected. Maintain data for 5 years.
- 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. No
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Trainee Tracking

- 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: Training Tomorrow Scien

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	0000-00-00
2 HHS Agency (OPDIV):	Health and Human Services, National Institutes of Health, Office of the Director, Office of Behavioral and Social Sciences Research
3 Title of System or Information Collection:	Training Tomorrow's Scientists: Linking Minorities and Mentors Through the Web
4 Is this System or Information Collection new or is an existing one being modified?	Existing being modified
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	0925-0475, 3/31/2005
8 Other Identifying Number(s):	http://www4.od.nih.gov/research .

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Training Tomorrow Scien

- 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.

The Office of Behavioral and Social Sciences Research (OBSSR) designed this website to expand the promotion efforts of the research supplement training program . Furthermore, the OBSSR and NIH seek to ensure a concentration of researchers who will address behavioral and social factors that are important in improving the public's health, especially among minority populations. This website creates a link between minority students and faculty and the research training opportunities available through the NIH Research Supplements for Underrepresented Minorities program. In addition, it establishes a central resource for students and faculty, as well as researchers, seeking information on NIH research training opportunities in the behavioral and social sciences. The creation of this site is also in line with Congressional interest in increasing the number of behavioral science training opportunities available to minority students (U.S. House Report 105-635). The FY 1998-1999 House Appropriations Subcommittee on Labor, Health and Human Services, and Education bill directed the NIH's Office of Behavioral and Social Sciences Research to increase the number of training opportunities for minorities (U. S. House Report 105-635). Legislative authority: 42 U.S.C. 282 (b)(13).



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Training Tomorrow Scien

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 is separately collected from potential mentors (Principal Investigators) and mentees (students, post-doctorals, and junior faculty members). The OBSSR, in collaboration with the NIH's Office of Information Technology, has created a web site that allows federally funded researchers (principal investigators) supported by any of the 24 Institutes and Centers of the NIH to submit an electronic form describing his or her research areas, as well as interests in mentoring minority students or junior faculty. The researcher's description is posted on the web site for searching by interested minority applicants. Minority students, post-doctorals or junior faculty search the web site to identify researchers with whom they would like to work. The research projects in the database are located all over the country and involve cutting edge research activities by scientists funded through the Institutes and Centers of the NIH. These research projects range from studies of children to research on older adults, from laboratory research to field research, from social research to a combination of biological and behavioral research. Applicants will conduct an electronic search using categories such as research areas of interest, desired geographic location of the researcher, and their level of education. After selecting the Principal Investigator(s) with whom to work, minority students and junior faculty are given the option of completing an electronic application that can be submitted to researchers via the Internet, or download and mailed to the researchers previously identified. Researchers review applications and reply directly to the applicant. If the researcher's and applicant's interests match, the researcher contacts the NIH Institute administering their current grant to request additional funding through the Research Supplement for Underrepresented Minorities mechanism. The web site provides a hot link to the coordinators at the Institutes and Centers who oversee the research supplements program.

11 Explain why the information is being collected.

A principal goal of the OBSSR is to enhance behavioral and social sciences research and training across the Institutes and Centers of the National Institutes of Health. The project remains consistent with the overall goals of the Office, and enhances a NIH-wide minority outreach program. The project has and continues to meet the urgent need to attract promising minorities into research careers in the biomedical and behavioral sciences. The project has benefited numerous NIH Institutes and Centers, and has also served as a model for using technology to improve the effectiveness and efficiency of an existing government program.

12 Identify with whom the agency will share the collected information

Collected information is not shared outside the agency.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Training Tomorrow Scien

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 Office of Behavioral and Social Sciences Research has created a web site that allows promising minority students and junior faculty to search for senior, federally-funded scientists who will mentor them. Principal investigators on NIH grants complete and electronically submit a form provided on the web site that describes his or her research areas, as well as interests in mentoring minority students or junior faculty. The description is posted on the web site, and interested minority applicants can search the web site to identify researchers with whom they would like to work. Applicants are provided the option of completing an electronic application that can be submitted directly to researchers via the Internet. Electronic submission of information is provided to simplify the process for both principal investigators and minority applicants. However, both senior researchers and applicants are permitted to download and mail requested information. The OBSSR, through the NIH's Office of Information Technology, maintains a database of professional information on researchers who volunteer to mentor. Information on minority applicants is not maintained except in the aggregate (i.e., number of minorities who visit the site, number of minorities who submit applications, educational levels of applicants) in an effort to evaluate the success of the program. The web site was designed to minimize the level of burden on both researchers and applicants.

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 is not collected from children under age 13.

15 Describe how the information will be secured.

16 Describe plans for retention and destruction of data collected.

Only professional information on researchers will be collected and maintained. Minority applicants' information will be maintained only in aggregate form and all possible identifiers will be destroyed. Identifying information will not be maintained or used for retrieval purposes.

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

Personally identifiable information about individuals is neither collected nor maintained. Therefore, the Privacy Act does not apply to this information collection.

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: Training Tomorrow Scien

- 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: Training-NIDCR

Question:

Response:

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|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-04 |
| 2 | HHS Agency (OPDIV): | HHS-NIH-NIDCR |
| 3 | Title of System or Information Collection: | Intramural Research Training Awards Database |
| 4 | Is this System or Information Collection new or is an existing one being modified? | NA |
| 5 | Unique Project Identifier Number: | NA |
| 6 | System of Records Number: | NIH 09-25-0158 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | NA |
| 8 | Other Identifying Number(s): | NIDCR-5.doc |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system is used to track trainees receiving NIDCR support for research training and career development. PHS Act 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. | Information provides the Institute with a means of following the research activities of students receiving NIDCR support for research. |
| 11 | Explain why the information is being collected. | Information is needed for the operation and maintenance of the training portfolio to assess program outcomes. |
| 12 | Identify with whom the agency will share the collected information . | Data is for internal use only. Any reporting will be done in aggregate and used in required reports. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Training-NIDCR

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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 (by self-report) during the trainee's orientation and exit interview. Information is for internal reporting to assist fellow's with career development during their term and for evaluation purposes. Trainees have the right to refuse to provide information.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>NA</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Password, user ID, etc</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Retention and destruction of data are in accordance with NIH Records Control Schedule.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: UCLA Invent Sys-NCI DCP

Question:

Response:

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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 UCLA Inventory 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-60 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Inventory and quality control of serum samples for PLCO. 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: UCLA Invent Sys-NCI DCP

- 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: UCLA Receipt & Report 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 UCLA Receipt & Reporting 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-61
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Receipt tracking of serum samples from PLCO Screening Centers and reporting test values. (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: UCLA Receipt & Report 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: VEDS

<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:	Visual Employee Data 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:	009-25-01-02-9696-00-403-131
8 System of Records Number:	09-90-0018
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCCAM 005
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	VEDS is a windows-based application primarily used to manage and track personnel information. Authority under 42 USC 287c-21.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The NETCOMM application collects information from the NIH Human Resource Database (HRDB) through a bi-weekly download. Social security numbers are included in the data collected.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS

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| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | <p>The data collected is information necessary to manage the organization's personnel information.</p> |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | <p>The data collected is used to manage the organization's personnel information.</p> |
| <p>15 Identify with whom the agency will share the IIF.</p> | <p>Information is for internal administrative use only and is not shared with other entities.</p> |
| <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is downloaded from the NIH HRDB.</p> |
| <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No.</p> |
| <p>18 Describe how the IIF will be secured.</p> | <p>It is an electronic system, with very limited users, and is password protected.</p> |
| <p>19 Describe plans for retention and destruction of IIF.</p> | <p>Records are retained until there is no further administrative need for retention.</p> |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>SOR: 09-90-0018</p> |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS

- 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: VEDS-NEI

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | OPDIV: | NIH/NEI |
| 3 | Title of System or Information Collection: | NIH NEI Visual Employee Database (VEDS) |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 | Unique Project Identifier Number: | 009-25-01-02-02-8796-00-403-131 |
| 8 | System of Records Number: | |
| 9 | OMB Information Collection Approval Number and Expiration Date: | |
| 10 | Other Identifying Number(s): | 009-25-01-02-02-8796-00 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Data retrieved from existing NIH ADB system for internal NEI use. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Human Resources information for personnel management and planning |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NEI

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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. | Typical information required for personnel resources management |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | To facilitate internal reporting and management of NEI Human Resources. |
| 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. | Information obtained from existing internal NIH CIT Administrative Database <input type="checkbox"/> suppliers provide consent upon application for employment and acceptance of employment. |
| 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 Describe how the IIF will be secured. | Secured via signon and authentication methods |
| 19 Describe plans for retention and destruction of IIF. | Data retained at this level as long as employee is a member of NEI staff, destroyed thereafter |
| 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NEI

- 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: VEDS-NHGRI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-05-27
2 OPDIV:	HHS/NIH/NHGRI
3 Title of System or Information Collection:	Visual Employee Data System (VEDS)
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:	Use of applicable, otherwise N/A
8 System of Records Number:	09-90-0018
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	VEDS is a windows-based application primarily used to manage and track personnel information. Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The NETCOMM application collects information from the NIH HRDB system through a downloaded bi-weekly report.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NHGRI

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| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | Social security numbers are included in the data collected as it is information necessary to manage an organization's personnel information. |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | The data collected is used to manage the organization's personnel information. |
| <p>15 Identify with whom the agency will share the IIF.</p> | Information is for internal administrative use only and will not be shared with other entities. |
| <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> | Information is downloaded from the NIH Human Resources Database. |
| <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> | N/A |
| <p>18 Describe how the IIF will be secured.</p> | . It is an electronic system, with very limited need-to-know users, and is password protected. |
| <p>19 Describe plans for retention and destruction of IIF.</p> | Records are retained and destroyed in accordance with the NIH Records Schedule when no longer needed for administrative purposes. |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | 09-90-0018 |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NHGRI

- 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: VEDS-NIAAA

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NIAAA |
| 3 | Title of System or Information Collection: | Visual Employee Data System (VEDS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | N/A |
| 5 | Unique Project Identifier Number: | 009-25-01-02-02-9496-00 |
| 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. | VEDS is a windows-based application primarily used to manage and track personnel information. Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561. |
| 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. | NETCOMM application collects information from the NIH HRDB system through a downloaded bi-weekly report. Social security numbers are included in the data collected as it is information necessary to manage an organization's personnel information. |
| 11 | Explain why the information is being collected. | The data collected is used to manage the organization's personnel information |
| 12 | Identify with whom the agency will share the collected information . | Information is for internal administrative use only and will not be shared with other entities. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAAA

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is downloaded from the NIH Human Resources Database</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>It is an electronic system, with very limited <input type="checkbox"/>need-to-know<input type="checkbox"/> users, and is password protected</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.</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: VEDS-NIAMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	DHHS/NIH/NIAMS
3 Title of System or Information Collection:	NIAMS VEDS (Visual Employee Database 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:	009-25-01-02-02-8896-00-403-131
8 System of Records Number:	HHS # 09-90-0018
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.	Generate reports containing personnel information. The legislation authorizing this activity is 5 U.S.C 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521, and Executive Order 10561.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	NIAMS generates reports and responds to management queries by using this system .

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAMS

13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

Data collected is required to respond to management queries.

14 Explain why the IIF is being collected, maintained, or disseminated.

EHRP does not currently possess the capabilities to generate the reports required by NIAMS and NIH management.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAMS

15 Identify with whom the agency will share the IIF.

a. Information in these records may be used by the Office of Personnel Management, Merit Systems Protection Board, Equal Employment Opportunity Commission, and the Federal Labor Relations Authority in carrying out their functions. b. In the event an appeal is made outside the Department, records that are relevant may be referred to the appropriate agency charged with rendering a decision or appeal. c. In event that this SOR indicates a violation or potential violation of law, the relevant records may be referred, as a routine use, to the appropriate agency, whether federal, foreign, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing that statute, rule, regulation, or order issued. d. In the event the Department deems it desirable or necessary, in determining whether particular records are required to be disclosed under the Freedom of Information Act, disclosure may be made to the Department of Justice for the purpose of obtaining advice. e. A record from this SOR may be disclosed as a routine use to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement records or other pertinent records if necessary to obtain a record relevant to an agency decision concerning hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the record is relevant and necessary to the requesting agency's decision on the matter. f. Where federal agency having the power to subpoena other federal agencies' records issue a subpoena to the Department for records in this SOR, the Department will make such records available. g. Where a contract between a component of the Department and a labor organization recognized under E.O. 11491 or 5 U.S.C. Chapter 71 provides that the agency will disclose personal records relevant to the organization's mission, records in this SOR may be disclosed to such organization. h. The Department contemplates that it will contract with a private firm for the purpose of collating, analyzing, aggregating or refining records in this system. Relevant records will be disclosed to such a contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records. i. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. j. In the event of litigation where the defendant is the Department, any component of the Department, or any employee of the Department in his or her official capacity; the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department of any of its components; or any Department employee in his or her individual capacity where the Justice Department has agreed



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIAMS

to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected. k. Records may be disclosed to student volunteers, individuals working under a personal services contract, and other individuals performing functions for the Department but technically not having the status of agency employees, if they need access to the records in order to perform their assigned agency functions.

Information in this SOR is derived from information supplied by the individual, which is placed in HRDB or EHRP, or is provided by Department officials. Information is initially supplied by the individual to HR in writing at the time of employment and is required, as a condition of employment, to process payroll, taxes, benefits, and other actions and determinations made about an individual while employed. Consent is provided as part of the initial data collection for input into HRDB/EHRP.

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

Records are maintained on-line by the system and may be printed by authorized requesters. Access to and use of these records are limited to those persons whose official duties require such access.

Records are retained until there is no further administrative need to retain them, or the individual leaves the jurisdiction of the operating office, and are then either destroyed, deleted, or deactivated.

The existing Privacy Act system of records of notice under which the records will be maintained is 09-90-0018 Personnel Records in Operating Offices, HHS/OS/ASPER.

- 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: VEDS-NIAMS

- 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: VEDS-NIDCR

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-17
2 HHS Agency (OPDIV):	HHS-NIH-NIDCR
3 Title of System or Information Collection:	Visual Employee Data System (VEDS)
4 Is this System or Information Collection new or is an existing one being modified?	NA
5 Unique Project Identifier Number:	009-25-01-02-02-7396-00-403-131
6 System of Records Number:	09-90-0018
7 OMB Information Collection Approval Number and Expiration Date :	NA
8 Other Identifying Number(s):	NIDCR7.doc
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Visual Employee Database System is a Windows application used for managing and tracking personnel information. Authority for maintenance: 5 USC 3102, 2951, 4118 , 4308, 4506, 7501, 7511, 7521, and EO 10561.
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.	Employee data, such as Name, SSAN, address, education, citizenship and related information to assist administrative officers in tracking staff changes, funds expended, and to calculate budgetary projections. The application downloads some of the information from the NIH HRDB.
11 Explain why the information is being collected.	To have a ready, electronic source from which to track staff and provide budgetary information. May be used to report to NIH and others, as requested, on status of staff. SSANs are collected as a means to manage the information.
12 Identify with whom the agency will share the collected information	NIH and others at higher echelons



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIDCR

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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>Most information is downloaded from the central NIH Human Resources Database. Other information not contained there is collected to be able to respond to requests or calculate budgetary projections. All new staff are advised, when information is collected, about the existence of the system and its uses.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>NA</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Very limited number of <input type="checkbox"/>need-to-know<input type="checkbox"/> users. Password protected.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>Retention and destruction of data collected is in accordance with 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: VEDS-NIDDK

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-01 |
| 2 | HHS Agency (OPDIV): | National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) |
| 3 | Title of System or Information Collection: | Visual Employee Database System (VEDS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Visual Employee Database System (VEDS) is an employee tracking system. This database is used to capture all personnel data of both FTE or Non-FTE individuals. Part of the FTE data is collected from some of the NIH systems such as the Human Resources Database (HRDB). The Non-FTE data is entered by the IC in order to capture all of the individuals on-board so that we have a way to plan our personnel projects, ceiling reports, etc. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | NIDDK utilizes the system to capture budget data from the Common Accounting System (CAS) of the National Institutes of Health (NIH). It then allows us to reorganize this data for planning purposes, budget tracking, etc. as needed for each laboratory or branch. |
| 11 | Explain why the information is being collected. | The information is collected by downloading from the CAS each day, month, etc. depending on what is available. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIDDK

- 12 Identify with whom the agency will share the collected information . NIDDK does not share this information except with the company that is the founder of the VSOF program.
- 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 VSOF program downloads the data from the CAS. NETCOMM is the manufacturer/developer of this program.
- 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) Data is not collected from anyone under age 13
- 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: VEDS-NIMH

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	National Institutes of Health (NIH)
3 Title of System or Information Collection:	Visual Employment Database System (VEDS)
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:	: 009-25-01-02-02-9296-00
8 System of Records Number:	09-25-0217, NIH Business System (NBS), HHS/NIH
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 VEDS system is used to collect employee data in an effort to maintain a tracking system to ensure that personnel actions (promotions, stipend increases, renewals, etc.) are processed in a timely fashion. Legislation: Public Health Services Act, section 301

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIMH

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- The information collected consists of: employee name, address, social security number, phone number(s), position information, appointment expiration dates, education, date of birth, and e-mail address. All of this information is used to track employees. The information is queried into a variety of reports used to track personnel within the Institute.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- All of the information collected is necessary to track individual employees and have the necessary contact information and information needed to complete personnel actions. Each field is a crucial identifier to the individual employee.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- The information is being collected to maintain the database of personnel. The information is then used to track employees for necessary personnel actions throughout their stay at the National Institute of Mental Health (NIMH).
- 15 Identify with whom the agency will share the IIF.
- This information is not shared outside of HHS
- 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. This data is downloaded from the Human Resources Database (HRDB).
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No information will be collected from children under the age of 13.
- 18 Describe how the IIF will be secured.
- Authorized users have been trained in the Privacy Act and systems security requirements. To insure security of the data, each individual user's access level is managed by the VEDS Administrator to ensure minimum and necessary access. The server is located in a locked room and is accessible only to specified system support personnel and is also protected by a limited access log-on procedure.
- 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 Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NIMH

- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. 09-25-0217, NIH Business System (NBS), HHS/NIH
- 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: VEDS-NINDS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | OPDIV: | HHS/NIH/NINDS |
| 3 | Title of System or Information Collection: | NIH NINDS Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | |
| 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: | 009-25-01-01-02-8698-00-402-129 |
| 8 | System of Records Number: | NBS #09-25-0217 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | |
| 10 | Other Identifying Number(s): | |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VSOF is a financial/budget tracking system PHS Act Section 301 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | This information is downloaded from the current NIH financial system. The information is used to track budgets for the IC. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VEDS-NINDS

- 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: VEDS-NINDS

- 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: VSOE-NCCAM

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-12
2 OPDIV:	HHS/NIH/NCCAM
3 Title of System or Information Collection:	Visual Status of Funds
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 90 0024
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NCCAM 006
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing legislation: 42 USC 287c-21

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NCCAM

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| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific for NCCAM's fiscal year operations. This data allows NCCAM to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 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 09-90-0024 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NCCAM

- 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: VSOF-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:	Visual Status of Funds (VSOF)
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-11
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	VSOF is a financial tracking tool which allows users to access accounting data and download the data into a spreadsheet in order to perform analysis.
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.	All accounting transactions are available for viewing in VSOF. The information is used to track and plan fiscal budgets. It is necessary to have access to this data in order to comply with appropriations laws and regulations.
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: VSOE-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: VSOF-NCRR

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-24
2 OPDIV:	HHS/NIH/NCRR
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
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:	009-25-01-01-02-4898-00
8 System of Records Number:	09-90-0024
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 purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing for maintenance of this system are the Budget and Accounting Act of 1950 (P.L. 81-784) and the Debt Collection Act of 1982 (P.L. 97-365).

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NCRR

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| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to NCRR's fiscal year operations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This data allows NCRR to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | No PII is collected. |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NCRR

- 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: VSOF-NEI

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-07 |
| 2 | OPDIV: | NIH/NEI |
| 3 | Title of System or Information Collection: | NIH NEI Visual Status of Funds VSOF |
| 4 | Is this system or information collection new or is an existing one being modified? | New |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-8798-00-402-125 |
| 8 | System of Records Number: | |
| 9 | OMB Information Collection Approval Number and Expiration Date: | |
| 10 | Other Identifying Number(s): | 009-25-02-01-02-3036-00 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Accounting information for use in financial management of NEI. Public Health Service Act , Title 42 USC, 42-USC, Title 4, Part A, SubPart 9, Sec 455 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Internal management information <input type="checkbox"/> accounting data <input type="checkbox"/> no personal information |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NEI

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NEI

- 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: VSOF-NHGRI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-04
2 OPDIV:	HS/NIH/NHGRIH
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
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:	09-90-0024
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.	VSOF is an organizational reporting tool that allows an organization to manipulate and report on financial transactions downloaded from the NIH Central Accounting System. Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NHGRI

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| <p>12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.</p> | NETCOMM application collects information from the NIH central accounting system through a downloaded daily report. |
| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | Information may include the names of Federal employees who have been issued a government travel authorization. |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | The data collected is used to manage and track the organization's budget. |
| <p>15 Identify with whom the agency will share the IIF.</p> | Information is for internal administrative use only and will not be shared with other entities. |
| <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> | Information is downloaded from the NIH central accounting system. |
| <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> | N/A |
| <p>18 Describe how the IIF will be secured.</p> | It is an electronic system, with very limited need-to-know users, and is password protected. |
| <p>19 Describe plans for retention and destruction of IIF.</p> | Records are retained and destroyed in accordance with the NIH Records Schedule when no longer needed for administrative purposes. |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | 09-90-0024 |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NHGRI

- 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: VSOF-NIA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 OPDIV:	HHS/NIH/National Institute on Aging
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
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:	09-90-0024
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 purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing legislation: 42USC 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.	Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIA

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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. | This data allows the institute to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |
| 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: VSOF-NIA

- 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: VSOF-NIAAA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-07
2 OPDIV:	HHS/NIH/NIAAA
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
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:	09-90-0024
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 purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing for maintenance of this system are the Budget and Accounting Act of 1950 (P.L. 81-784) and the Debt Collection Act of 1982 (P.L. 97-365).

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NIAAA

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| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This data allows the institute to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | No PII is collected. |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NIAAA

- 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: VSOF-NIAMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-14
2 OPDIV:	HHS/NIH/NIAMS
3 Title of System or Information Collection:	NIAMS VSOF (Visual Status of Funds)
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:	009-25-01-01-02-8898-00-402-129
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Provides a visual indicator of funds status. VSOF is not a PI system.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	NIAMS generates financial reports and responds to management financial queries by using this system. None of this information is Privacy Information.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIAMS

- 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: VSOF-NIAMS

- 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: VSOF-NIBIB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-05-27
2 HHS Agency (OPDIV):	NIH, DHHS
3 Title of System or Information Collection:	NIBIB VSOF (Visual Status of Funds)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	n/a
6 System of Records Number:	n/a
7 OMB Information Collection Approval Number and Expiration Date :	n/a
8 Other Identifying Number(s):	n/a
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Used to track budget obligations, Object Class Codes, and CANS
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	n/a
11 Explain why the information is being collected.	n/a
12 Identify with whom the agency will share the collected information .	n/a

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIBIB

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-09
2 HHS Agency (OPDIV):	HHS/NIH/NIDA
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
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:	09-90-0024
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	NIDA 6
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with current and prior fiscal years. An organizational reporting tool that allows manipulation and reporting on financial transactions downloaded from the central accounting system. Authorizing legislation: 42USC 287C-21.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations.
11 Explain why the information is being collected.	

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDA

- 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: VSOF-NIDCD

Question:

Response:

- | | | |
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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | NIH/NIDCD |
| 3 | Title of System or Information Collection: | NIH NIDCD VSOF Financial management system |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing <input type="checkbox"/> 1st assessment |
| 5 | Unique Project Identifier Number: | |
| 6 | System of Records Number: | 09-90-0024 |
| 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. | VSOF (Visual Status of Funds) is a proprietary system owned and operated by NETCOMM, Inc. and licensed to NIDCD. VSOF is a convenient, easy to use, and flexible query and report writing tool which searches and displays data from the NIH financial system. Many different institutes at the NIH have VSOF licenses. Only NIDCD data is available to NIDCD. The NIDCD Financial Management Branch controls which NIDCD staff members have access to VSOF |
| 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. | VSOF does not collect information. It merely uses financial information already resident in the NIH financial system. |
| 11 | Explain why the information is being collected. | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDCD

- 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):

Tim Wheelles



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDCR

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-04
2 OPDIV:	HHS/NIH/NIDCR
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
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:	009-25-01-01-02-7398-00-402-129
8 System of Records Number:	09-90-0024
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIDCR2
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The purpose of the system is for query and review of accounting data in order to monitor obligations and expenditures associated with a current fiscal year. Authorizing for maintenance of this system are the Budget and Accounting Act of 1950 (P.L. 81-784) and the Debt Collection Act of 1982 (P.L. 97-365).

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOE-NIDCR

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| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | Accounting data and related document information is downloaded from a central accounting mainframe and is relevant or specific to an institute or center for its fiscal year operations. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This data allows the institute to maintain an accounting of its spending throughout the year and assists in reconciling and balancing all financial accounts for end of year closing. |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | No PII is collected. |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 17 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | 09-90-0024 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDCR

- 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: VSOF-NIDDK

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-06-01
2 HHS Agency (OPDIV):	National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
3 Title of System or Information Collection:	Visual Status of Funds (VSOF)
4 Is this System or Information Collection new or is an existing one being modified?	
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Visual Status of Funds (VSOF) is a financial database that is used to capture the obligations and expenditures of the IC. The database is a budgeting tool which allows for flexibility in creating reports, projecting budgets, tracking obligations, and setting allocations for the various labs and branches
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.	NIDDK utilizes the system to capture budget data from the Common Accounting System (CAS) of the National Institutes of Health (NIH). It then allows us to reorganize this data for planning purposes, budget tracking, etc. as needed for each laboratory or branch.
11 Explain why the information is being collected.	The information is collected by downloading from the CAS each day, month, etc. depending on what is available
12 Identify with whom the agency will share the collected information	NIDDK does not share this information except with the company that is the founder of the VSOF program

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIDDK

- 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 VSOF program downloads the data from the CAS. NETCOMM is the manufacturer/developer of this program.
- 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)
- Data is not collected from anyone under age 13
- 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: VSOF-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:	Visual Status of Funds (VSOF)
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:	009-25-01-01-02-5198-00-500-200
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	NIGMS-0013
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	A reporting tool that extracts data from the NIH Data Warehouse to be used in tracking the status of NIGMS obligations for Extramural and Intramural funds
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The system does not collect privacy act information. The system provides access to accounting data and does not contain any Personally Identifiable Information.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIGMS

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

N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-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: VSOF-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:	Visual Status of Funds (VSOF)
4 Is this system or information collection new or is an existing one being modified?	
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:	009-25-01-01-02-9298-00-402-129
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	
10 Other Identifying Number(s):	
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Visual Status of Funds (VSOF) facilitates viewing and managing the ICs accounts. Its database stores the ICs financial transactions, and allows users to view and summarize this data according to their needs. P.L. 102-321

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIMH

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- 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.
- Visual Status of Funds stores the IC's financial transactions, which are downloaded daily from the NIH Data Warehouse. The IC's use the information to monitor spending trends, monitor balances in the accounts, also for specialized reporting, such as, travel reports and salary trends. No personal identifying information is collected



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NIMH

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NINDS

Question:

Response:

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|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-18 |
| 2 | OPDIV: | HHS/NIH/NINDS |
| 3 | Title of System or Information Collection: | NIH NINDS Visual Status of Funds (VSOF) |
| 4 | Is this system or information collection new or is an existing one being modified? | Existing |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 | Unique Project Identifier Number: | 009-25-01-01-02-8698-00-402-129 |
| 8 | System of Records Number: | NBS #09-25-0217 |
| 9 | OMB Information Collection Approval Number and Expiration Date: | |
| 10 | Other Identifying Number(s): | |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | VSOF is a financial/budget tracking system PHS Act Section 301 |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | This information is downloaded from the current NIH financial system. The information is used to track budgets for the IC. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: VSOF-NINDS

- 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: VSOF-NINDS

- 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: Web

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-19
2 HHS Agency (OPDIV):	NIH
3 Title of System or Information Collection:	Web
4 Is this System or Information Collection new or is an existing one being modified?	New System
5 Unique Project Identifier Number:	009-25-01-27-02-8606-00
6 System of Records Number:	09-25-0200
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	FIC007-Web
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system manages public information requests that arrive via a <input type="checkbox"/> contact us <input type="checkbox"/> form on Public website at NINDS. Privacy 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.	Information is voluntarily supplied by the public when requesting information that will be supplied via U.S. Postal mail, email, or a telephone follow up call.
11 Explain why the information is being collected.	N/A
12 Identify with whom the agency will share the collected information .	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Web

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Web Content Manag & Pub

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-12-19 |
| 2 | HHS Agency (OPDIV): | HHS/NIH/NINDS |
| 3 | Title of System or Information Collection: | Web Content Management and Publication |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-25-01-27-02-8606-00-305-109 |
| 6 | System of Records Number: | 09-25-0200 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system manages and publishes NINDS content. It also manages email-based public initiated inquires and the associated government replies. Privacy 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. | NINDS collects only enough information to answer public inquires. This may include the inquirer's name, mailing address, phone number or email address. Inquiries are generally answered by phone, U.S. mail or email. |
| 11 | Explain why the information is being collected. | The public contacts NINDS via email and telephone. It is part of the NINDS mission to respond to public inquires. The information collected is needed in order to reply to the individual or to send him or her the requested information. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Web Content Manag & Pub

- 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):
- This information is shared only with a NINDS contractor called IQ Solutions. This contract provides staff to answer phones, reply to email and send out publications requested by the public.
- The information is provided by members of the public after they contact the NINDS by email, telephone or a web-based "contact us" form. It is collected only from individuals who initiate contact with us. The individuals who supply the information are directed to our web-based privacy statement. For a copy of our privacy statement, please see this url: <http://www.ninds.nih.gov/privacy.htm>. Our privacy statement stresses that personal information is not required to visit our websites. However, if the public chooses to provide us with additional information about themselves, we store that information in order to respond to their inquiry or to otherwise resolve the subject matter of the communication. The information is never used for any other purpose.
- We do not presently ask the age of persons who contact us. Any information collected is used only to respond to the inquiry or to otherwise resolve the subject. The information is never used for any other purpose.
- The system uses authentication for access by NINDS staff and support contractors. The system is secured in an office with locks and the building is accessed only by the staff with proper card key.
- Some people contact NINDS for information more than one time. In order to better respond to them, records of their correspondence and our staff's responses are kept for 6 months to a year after the initial contact. The database is purged every 6 months.
- 09-25-0200



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: Web Content Manag & Pub

- 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: Web Devel & Main-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 Web Development and Maintenance
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-25-01-27-02-6299-00-202-069
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.	Development and maintenance of Internet and Intranet Web sites to disseminate NIEHS 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 acquisitions systems are associated with this activity
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: Web Devel & Main-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: WebHealth

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: WebHealth

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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: NIH System Name: WebHealth

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

