US Department of Health and Human Services

Privacy Impact Assessment

Date Signed:
12/10/2014

OPDIV:
NIH

Name:
Delegations of Authority Database

PIA Unique Identifier:
P-9829368-578697

The subject of this PIA is which of the following?
Minor Application (stand-alone)

Identify the Enterprise Performance Lifecycle Phase of the system.
Operations and Maintenance

Is this a FISMA-Reportable system?
No

Does the system include a Website or online application available to and for the use of the general public?
No

Identify the operator.
Agency

Is this a new or existing system?
New

Does the system have Security Authorization (SA)?
No

Indicate the following reason(s) for updating this PIA.

Describe the purpose of the system.
The Delegations of Authority (DOA) Database provided authorized members of NIH with the ability to enter delegations of authority for their respective IC; edit data concerning IC-specific delegations they enter, and run reports, by IC, on authorities delegated to NIH officials. In addition, they can delegate redelegable authorities within NIH delegations, to another member of the NIH community authorized to receive the particular authority. A delegation of authority is the formal assignment or commitment of legal power, usually to a subordinate official, to make certain decisions and take certain actions that have legal significance. The OD Office of Management Assessment has a responsibility to coordinate and maintain NIH Delegations of Authority from the NIH Director to senior NIH officials. No IIF is contained within the DOA Database system.

Describe the type of information the system will collect, maintain (store), or share.
The NIH DOA Database will mirror and track NIH and IC-specific delegations of authority. The database does not contain any IIF. There is no submission of personal information.

Provide an overview of the system and describe the information it will collect, maintain (store), or share,
The database allows authorized IC and OD DOA Coordinators and Office of Human Research (OHR) Subject Matter Experts to enter a copy of the actual DOA for which they are responsible and manage it. The DOAs are not disseminated further than the IC responsible for the maintenance of its DOAs. The database is not used to redelegate authorities and does not contain the official record of the delegations of authority. A delegation of authority is the formal assignment or commitment of legal power, usually to a subordinate official, to make certain decisions and take certain actions that have legal significance. The database is accessible to NIH employees only, via the OMA website but does not host its own website. User permissions are assigned on a need-to-know basis, as determined by the IC Executive Officers, OD Office Heads, and the DOA Database System Administrator.

Does the system collect, maintain, use or share PII?
No