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?

Yes

Does the system include a Website or online application available to and for the use of the general public?

Yes

Identify the operator.

Contractor

Is this a new or existing system?

New

Does the system have Security Authorization (SA)?

Yes

Describe the purpose of the system.

U.S. Preventive Services Task Force (USPSTF) is an independent, volunteer panel of national experts in prevention and evidence-based medicine. The Task Force works to improve the health of all Americans by making evidence-based recommendations about clinical preventive services such as screenings, counseling services, and preventive medications. Task Force members come from the fields of preventive medicine and primary care, including internal medicine, family medicine, pediatrics, behavioral health, obstetrics and gynecology, and nursing. The Agency for Healthcare Research and Quality (AHRQ) has been authorized by Congress to convene the Task Force and to provide ongoing scientific, administrative, and dissemination support to the Task Force. The USPSTF system was created to provide information regarding the Task Force activities and to manage new and update content to provide information and transparency to members of the public.

Describe the type of information the system will collect, maintain (store), or share.
The system hosts the USPSTF.org to provide topical information on a large set of healthcare topics to include behavioral health, family medicine, geriatrics, internal medicine, pediatrics, obstetrics and gynecology, and nursing. The topics are presented as research and professional opinions, presented as recommendations that are reviewed by peers to validate the rigor of the research. These recommendations are presented to members of the public via the website for public consumption that includes an audience of doctors, nurses and other primary care professionals. The goal of this information collection and dissemination is to provide doctors, patients and their families with the most accurate and up-to-date information on ways to prevent illness and improve health and well-being.

Personally identifiable information (PII), in the form of an email address, is collected from members of the public to provide email updates on USPSTF program information and alert users of new published and draft recommendations. The website also provides user the ability to comment on draft recommendations, although these recommendations are submitted without the collection of PII. Members of the public can use the contact me feature of the website to provide a comment or inquiry, and submit an email address along with the message. Members of the public may also submit a candidate for nomination to the USPSTF Board by submitting the nominee’s personal information, including nominee’s current curriculum vitae and the nominee contact information, including mailing address, email address, and telephone number. Members of the USPSTF board have profiles on the website using their name, background and professional history, and a photograph. HHS credential in formation for AHRQ employee and contractors, including a username and password, are also collected and maintained in the system to provision access to the system.

Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.

The system collects research and recommendation content on real-time feedback from USPSTF board members as a means of transparency for the USPSTF program. Once selected, member duties include prioritizing topics, designing research plans, reviewing and commenting on systematic evidence reviews, discussing and making recommendations on preventive services, reviewing stakeholder comments, drafting final recommendation documents, and participating in workgroups on specific topics and methods.

The USPSTF.org collects an email address from members of the public that wish to contact the program to respond to inquiries or issues regarding the program. The system collects comments on draft recommendations and research, and these comments are collected anonymously. The system collects current board members professional background, including a name and photo, to publish profiles for each member. The system also collects personal information on nominees. Nominee profiles can be sent by any member of the public to the USPSTF program via email address, or mailing address. In order to be nominated the profile must contain current curriculum vitae and the nominee contact information, including mailing address, email address, and telephone number. Information, including AHRQ direct contractor email address and name, are collected for the purpose of provisioning system access accounts.

Does the system collect, maintain, use or share PII?
Yes

Indicate the type of PII that the system will collect or maintain.
Name
Photographic Identifiers
E-Mail Address
Mailing Address
Phone Numbers
System administrator and developer username and password
USPSTF nominee curriculum vitae containing background and professional history.

Indicate the categories of individuals about whom PII is collected, maintained or shared.
- Employees
- Public Citizens

How many individuals' PII is in the system?
100-499

For what primary purpose is the PII used?
PII is collected from members of the public and used to respond to inquiries or comments, to create board member profiles, to identify nominees for board member service, and to provision user accounts.

Describe the secondary uses for which the PII will be used.
There are no secondary uses of PII.

Identify legal authorities governing information use and disclosure specific to the system and program.
Section 913 and 306 of the Public Health Service (PHS) Act (42 U.S.C. § 299b-2 and 242k(b)). Sections 924(c) and 308(d) of the PHS Act (42 U.S.C. 299c-3(c) and 242m(d)) provide authority for protecting restrictions on identifiable information about individuals.

Are records on the system retrieved by one or more PII data elements?
No

Identify the sources of PII in the system.
- Directly from an individual about whom the information pertains
  - Hardcopy
  - Email
  - Online

- Government Sources
  - Within OpDiv
  - Other

- Non-Governmental Sources
  - Public
Identify the OMB information collection approval number and expiration date
N/A

Is the PII shared with other organizations?
No

Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.
Task Force members are requested to provide their information for the purposes of coordinating Task Force activities and are notified of the purpose of this collection. Task Force members that do not wish to have their name or photo profiled on the system website are able to opt-out of this process. Members of the public may opt-in and elect to receive Task Force news and updates by providing their email. A notice exists at the beginning of this collection that states, “You can use this form to contact the U.S. Preventive Services Task Force (USPSTF). Please note that the USPSTF cannot provide diagnoses or specific medical advice to individuals on their personal health conditions. You are not required to submit your e-mail address or any personal information, but we are unable to respond to your feedback if you do not provide an e-mail address”. Members of the public can choose to submit information collected regarding board member nominees via email address or by mail. This information is required to submit a nominee. As a result, AHRQ cannot provide direct notification of the collection of PII submitted by individuals as part of a nomination.

Is the submission of PII by individuals voluntary or mandatory?
Voluntary

Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.
Members of the public may choose to provide an email in order to receive Task Force news and updates, however email submission is not necessary to view news and updates on the USPSTF.org website. Members can choose to opt-out of using their email address for updates by contacting the USPSTF directly requesting removal. Members of the public that wish to contact the USPSTF program may provide their email address if they would like a response, however an email is not necessary in order to send a message to the Task Force. Members of the public can choose to submit information collected regarding board member nominees via email address or by mail. This information is required to submit a nominee. USPSTF program will contact the nominee to validate data, and at this time the individual nominated can choose to opt-out of the process. Direct contractors must submit their PII to have an system account provisioned, therefore no opt-out exists for this group of individuals.

Process to notify and obtain consent from individuals whose PII is in the system when major changes occur to the system.
Board members who provide PII for their online profile will be alerted to any change in the use of their information, and can choose not to have their information used for a new purpose. Members of the public who elect to provide an email address to receive USPSTF news and updates will be alerted via email for any changes in the use of their email. Nominees to the board who are provided by members of the public are not contacted when major changes occur to the system, as this PII is not used by the system in any method other than in the evaluation of a candidate for board member consideration. Direct contractors, performing as developers and administrators, are aware of system changes. Therefore, not notification is given to this group of individuals.

Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate.
USPSTF board members who believe their PII has been used or shared inappropriately may contact the USPSTF program directly to address a concern. Members of the public may contact the USPSTF by mail, phone, or electronic message submission through the USPSTF.org website to address a concern. If a concern is received regarding the use of inappropriate collection of PII, the USPSTF will review the concern and take appropriate action.
Direct contractors provide system administration and developer support and can directly discuss any issue with the misuse of their information with the system owner.

Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy.

USPSTF board members may directly provide updates to their PII in the event of a change of contact information or a change in the place of employment. Members of the public who wish to update their email address within the system can contact the USPSTF program to update their information. The USPSTF program will reach out to nominated board members to validate the accuracy of their candidate profiles before reviewing their candidacy. PII within the system is not used to make determinations about individuals, other than board member candidacy, and there is no formal process in place to conduct periodic reviews of PII to determine the integrity, accuracy, availability, and relevancy.

Identify who will have access to the PII in the system and the reason why they require access.

Users:

USPSTF board members may contact the program directly to update their own data.

Administrators:

Administrators have access to PII in order to coordinate with Task Force members, organize and release Task Force new and updates to members of the public who have elected to receive information, and to respond to messages sent to the Task Force through an electronic form located on the system website.

Developers:

Developers have access to the system to provide system maintenance, ensure system operations, and maintain the system website.

Contractors:

Direct contractors may serve as administrators and developers on behalf of AHRQ.

Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.

Roles are defined and established by the AHRQ USPSTF business owner and system owner and users provisioned privileges by a system administrator under the direction and approval of the USPSTF system owner.

Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.

Once roles for accessing the USPSTF system are assigned and approved by the AHRQ USPSTF system owner, a system administrator assigns access based upon the role. Each role within the system is provisioned access to the system, and PII within the system. The system administrator manages roles and any authorized individual who needs additional access to the system, and to the PII that resides on the system, must be approved by the AHRQ USPSTF system owner before additional level of access is granted. AHRQ employees and director contractors must use a personal identity verification (PIV) card to access the AHRQ network and are provisioned a username and password to access the USPSTF system.

Identify training and awareness provided to personnel (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.

All AHRQ employees and direct contractors that support the AHRQ USPSTF system must complete the AHRQ annual Information Technology Security and Privacy All AHRQ employees and direct contractors must complete AHRQ Information Security and Privacy Awareness Training before accessing AHRQ systems.
Describe training system users receive (above and beyond general security and privacy awareness training).
N/A

Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?
Yes

Describe the process and guidelines in place with regard to the retention and destruction of PII.
No records schedule currently exists for this system. Records will be maintained until a records schedule has been identified.

Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.
The administrative controls used in this system require users to always have a password to access a user account. The technical controls used in this system include processes in place to create a spam free environment by using the Simple mail transfer protocol (SMTP) server. The SMTP server requires authentication to send email. Physical controls include, but are not limited to the use of locked cabinets to store server hardware, which are housed in an access-controlled, secure data center. All controls are documented fully in the Security Assessment Report (SAR).

Identify the publicly-available URL:
http://www.uspreventiveservicestaskforce.org/
Note: web address is a hyperlink.

Does the website have a posted privacy notice?
Yes

Is the privacy policy available in a machine-readable format?
Yes

Does the website use web measurement and customization technology?
Yes

Select the type of website measurement and customization technologies is in use and if it is used to collect PII.
Session Cookies that do not collect PII.
Persistent Cookies that do not collect PII.

Does the website have any information or pages directed at children under the age of thirteen?
No

Does the website contain links to non-federal government websites external to HHS?
Yes

Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?
Yes