Is the website a Federal government website?

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

Does the website have any information or pages directed at children under the age of thirteen?

Does the website have a posted privacy notice?

Describe the methods in place to allow those with access to PII to only access the minimum PII necessary.

Describe the process in place to resolve an individual’s concerns when they believe their PII has been misused.

Describe the process in place to determine which system users (administrators, developers, users) have access to PII.

Describe the methods in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason.

Describe the purpose of the system.

Describe the secondary uses for which the PII will be used.

How many individuals’ PII is in the system?

Indicate the categories of individuals about whom PII is collected, maintained or shared.

Describe the type of information the system will collect, maintain (store), or share.

Does the system have Security Authorization (SA)?

Is this a new or existing system?

Identify the operator.

Identify the legal authorities governing information use and disclosure specific to the system and the data it contains.

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

Describe the training system users receive (above and beyond general security and privacy training).

Identify training and awareness provided to personnel (system owners, managers, operators, users).

Describe the process in place to ensure adherence to privacy provisions and practices?

Describe the process and guidelines in place with regard to the retention and destruction of PII.

Describe the process in place for periodic reviews of PII contained in the system to ensure the system is in compliance with all requirements.

Describe the process to notify and obtain consent from individuals whose PII is in the system when major changes are made to the system.

Describe the process to notify individuals that their personal information will be used in a way other than originally intended.

Describe the process to ensure that individuals who have requested their personal information be deleted from the system have it removed.

Describe the method for individuals to opt-out of the collection or use of their PII. If there is no opt-out option, state the reason.

Describe the subject of this PIA.

PIA Unique Identifier:

Name:

Date Signed:

Signature:

US Department of Health and Human Services

Privacy Impact Assessment