

Copy PIA (Privacy Impact Assessment)

Do you want to copy this PIA ?

Please select the user, who would be submitting the copied PIA.

Instructions


Review the following steps to complete this questionnaire:

- 1) Answer questions.** Select the appropriate answer to each question. Question specific help text may be available via the  icon. If your answer dictates an explanation, a required text box will become available for you to add further information.
- 2) Add Comments.** You may add question specific comments or attach supporting evidence for your answers by clicking on the  icon next to each question. Once you have saved the comment, the icon will change to the  icon to show that a comment has been added.
- 3) Change the Status.** You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.
- 4) Save/Exit the Questionnaire.** You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

Acronyms

ATO - Authorization to Operate
CAC - Common Access Card
FISMA - Federal Information Security Management Act
ISA - Information Sharing Agreement
HHS - Department of Health and Human Services
MOU - Memorandum of Understanding
NARA - National Archives and Record Administration
OMB - Office of Management and Budget
PIA - Privacy Impact Assessment
PII - Personally Identifiable Information
POC - Point of Contact
PTA - Privacy Threshold Assessment
SORN - System of Records Notice
SSN - Social Security Number
URL - Uniform Resource Locator

General Information

PIA Name:	CDC - PC - QTR1 - 2023 - CDC6707685	PIA ID:	1641531
Name of Component:	CDC - Pulse Check	Name of ATO Boundary:	Pulse Check
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	438
Submission Status:	Re-Submitted	Submit Date:	5/2/2024
Next Assessment Date:	N/A	Expiration Date:	1/1/2100
Office:		OPDIV:	CDC
Security Categorization:	Moderate	OpDiv PIA ID:	CDC6707685
Legacy PIA ID:		Make PIA available to Public?:	No
1:	Identify the Enterprise Performance Lifecycle Phase of the system.	Disposition	
2:	Is this a FISMA-Reportable system?	Yes	
3:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	Yes	
4:	ATO Date or Planned ATO Date.	4/8/2024	
5:	Is the system or electronic information collection, agency or contractor operated?	Agency	

PTA

PTA

PTA - 2:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA - 2A:	Describe in further detail any changes to the system that have occurred since the last PIA.	N/A
PTA - 3:	Is the data contained in the system owned by the agency or contractor?	Agency

PTA - 4:

Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions.

The purpose of the Pulse Check (PC) system is to match a representative target audience, consisting of CDC FTE (Full Time Employees) volunteers, with the search criteria for a specific survey that CDC Operational Divisions (OPDIVs) need feedback on, before releasing health messages/health material to the public. The health materials and messages are in the form of plain text, images, posters, fact sheets, web page, or other format that a CDC OPDIVs may use to release information to the public.

PC is an internal facing only system, and it allows OPDIVs to take a more targeted approach to disseminating information to the public. CDC volunteers provide a testing pool/environment to gain responses to possible ways a matching audience would react or respond to specific surveys to be deployed by OPDIVs to the public.

The purpose of the PC system is to match a representative target pool, consisting of CDC FTE volunteers, with the search criteria for a specific message that CDC Centers need feedback on before releasing health messages/health material to a target audience in the public. PC allows survey owners/OPDIVs to create surveys using a standard template. These survey's do not contain any PII. Once these surveys are created the OPDIVs can pick from a pool of volunteers, based on their demographics, and request specific volunteers take a survey. Survey responses are captured and [temporarily] stored on third party vendor via third party vendor API[Application Programming Interface]. The responses are then saved and stored in an internal secure database. This helps CDC OPDIVs to better promote the CDC mission of providing health information that protects our nation against expensive and dangerous health threats, while giving CDC OPDIVs a better understanding of the population that is served.

PTA - 5:	List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.	<p>PC is in internal only facing system, which the public cannot access. CDC FTE volunteer demographic information that is collected will be stored and maintained on an internal secure database. Information collected includes; name, gender, age, ethnicity, CDC email address, race, country of birth/origin, Date of Birth, General Schedule Level, & Annual Household Income. Additional information collected about volunteers include questions regarding experience in caring for adults with disabilities, experience with natural disasters, and environmental hazard experience. This information will not be shared with the public neither other CDC Operational Divisions (OPDIVs). Only those who administer the system will have access to demographic information.</p> <p>Responses from Third Party Vendor hosted surveys, taken by CDC FTE volunteers, is collected, maintained, and stored within the PC system. The survey participants are totally anonymous CDC FTEs. The questions created for third party vendor surveys do not contain or ask for any sensitive data or PII. Responses to these surveys are shared with the CDC OPDIVs, who requested the survey, that access the Rapid Messaging Text (RMT) system.</p> <p>Users must be logged into the CDC network to use the PC website; user credentials (user id/PW) are not required to access system. PC makes Active Directory (AD) Lightweight Directory Access Protocol (LDAP) calls to get name, CDC Email address, and personnel status (FTE or Contractor) information for users who sign up for the system; the CDC credentials for users are passed through to the application, from the CDC Network, for those users who sign up. The PC application stores full name, CDC email address, and system roles, in a back-end database.</p>
PTA - 5A:	Are user credentials used to access the system?	Yes, but the user credentials are maintained in a separate system (e.g., AD, AMS) and not collected or maintained by this system. The system providing credentials is
PTA - 5B:	Please identify the type of user credentials used to access the system.	

PTA - 6:	Describe why all types of information is collected (into), maintained, and/or shared with another system. This description should specify what information is collected about each category of individual.	<p>PC is in internal only facing system, which the public cannot access. PC consists of two parts; 1) The first part is, a custom internal facing web application that will be hosted on an ISB maintained stand-alone virtual server, and 2) The second part of the system is a service (third party vendor) that CDC FTE's access (via an API) to take surveys.</p> <p>CDC FTE volunteer demographic information is collected, to match volunteers with surveys, and stored and maintained on an internal secure database. Information collected includes; name, gender, age, ethnicity, CDC email address, race, and country of birth/origin. Additional information collected about volunteers include questions regarding experience in caring for adults with disabilities, experience with natural disasters, and environmental hazard experience. This information is stored temporarily, until CDC FTE survey volunteers request its removal.</p> <p>Once a CDC volunteer visits PC, they are asked generic demographic questions. This demographic information is used, by CDC OPDIVs, to filter which Volunteers are automatically selected for newly created Surveys based on a Survey's demographic Criteria. The purpose for this information being collected, stored, and shared with CDC OPDIVs is to match a representative target pool, consisting of CDC FTE volunteers, with the search criteria for a specific message that CDC OPDIVs need feedback on before releasing health messages/health material to a target audience in the public.</p> <p>User access is validated at the time internal CDC employees/contractors log onto the CDC Network. PC makes Active Directory LDAP calls to get name, CDC Email address, and personnel status (FTE or Contractor) information for users who sign up for the system; the CDC credentials for users are passed through to the application, for those users who sign up. The PC application also stores full name, CDC email address , and system roles, in a back-end database.</p>
PTA - 7:	Does the system collect, maintain, use or share PII?	Yes
PTA - 7A:	Does this include Sensitive PII as defined by HHS?	Yes
PTA - 8:	Does the system include a website or online application?	Yes
PTA - 8A:	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	No

PTA - 9:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	<p>PC is in internal only facing system, which the public cannot access. PC consists of two parts; 1) The first part is, a custom internal facing web application that will be hosted on an ISB maintained stand-alone virtual server, and 2) The second part of the system is a service (Third Party Vendor) that CDC FTE's access (via an API) to take surveys.</p> <p>Users must be logged into the CDC network to use the PC website; user credentials (user id/PW) are not required to access system. PC makes Active Directory (AD) Lightweight Directory Access Protocol (LDAP) calls to get name, CDC Email address, and personnel status (FTE or Contractor) information for users who sign up for the system; the CDC credentials for users are passed through to the application, from the CDC Network, for those users who sign up. The PC application stores full name, CDC email address, and system roles, in a back-end database.</p>
PTA - 10:	Does the website have a posted privacy notice?	Yes
PTA - 11:	Does the website contain links to non-federal government websites external to HHS?	No
PTA - 11A:	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	
PTA - 12:	Does the website use web measurement and customization technology?	No
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	
PTA - 13:	Does the website have any information or pages directed at children under the age of thirteen?	No
PTA - 13A:	Does the website collect PII from children under the age thirteen?	
PTA - 13B:	Is there a unique privacy policy for the website and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 14:	Does the system have a mobile application?	No
PTA - 14A:	Is the mobile application HHS developed and managed or a third-party application?	
PTA - 15:	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
PTA - 16:	Does the mobile application/ have a privacy notice?	
PTA - 17:	Does the mobile application contain links to non-federal government websites external to HHS?	
PTA - 17A:	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
PTA - 18:	Does the mobile application use measurement and customization technology?	
PTA - 18A:	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
PTA - 19:	Does the mobile application have any information or pages directed at children under the age of thirteen?	
PTA - 19A:	Does the mobile application collect PII from children under the age thirteen?	

PTA - 19B:	Is there a unique privacy policy for the mobile application and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 20:	Is there a third-party website or application (TPWA) associated with the system?	No
PTA - 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA		
PIA		
PIA - 1:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address Date of Birth Employment Status Other - Free text Field - gender, age, ethnicity, race, country of birth/origin.
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Employees/ HHS Direct Contractors
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system.	201 - 500
PIA - 4:	For what primary purpose is the PII used?	The release of certain material and messages to the public often require target audiences. The PII collected from FTE volunteers are used to build pools of FTE volunteers who meet the public target audience criteria for whom these messages, materials, and campaigns are intended to reach.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	PII will be used for process improvement, by OPDIVs, in messages, materials, and campaigns released to the public.
PIA - 6:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	NA
PIA - 6A:	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	NA
PIA - 7:	Identify legal authorities governing information use and disclosure specific to the system and program.	The Public Health Service Act (41 USC 241) Section 301
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	No
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	
PIA - 8B:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	
PIA - 9:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains Email Online Government Sources Within the OPDIV
PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	No

PIA - 10A:	Provide the information collection approval number.	
PIA - 10B:	Identify the OMB information collection approval number expiration date.	
PIA - 10C:	Explain why an OMB information collection approval number is not required.	If you're only collecting information from federal employees or military personnel as part of their job, then you don't need PRA clearance.
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	No
PIA - 11A:	Identify with whom the PII is shared or disclosed.	
PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	
PIA - 11C:	List any agreements in place that authorizes the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	
PIA - 11D:	Describe process and procedures for logging/tracking/accounting for the sharing and/or disclosing of PII. If no process or procedures are in place, please explain why not.	
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 12A:	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	
PIA - 13:	Describe the method for notifying individuals that their information will be collected and how they can opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	CDC employees volunteer for this service. Also, CDC employees who volunteer have the choice to participate or not, via accepting a Terms of Service, when they sign up. They can click on an opt-out link once they have signed up. This link is included in every survey volunteer pool request email. They can opt-out of a particular survey volunteer pool request or from the PC system completely.
PIA - 14:	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	All CDC FTEs who volunteer to partake in surveys have access to the internal facing PC application. Notification of major changes to the system will be posted on the PC Intranet site. For any changes needing the consent of all individuals whose information is being collected, each individual will be contacted directly by Office of Communications (OC) to obtain their consent.
PIA - 15:	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. If no process exists, explain why not.	There is a process in place that gives individuals an opportunity to raise concerns that their PII in the system has been inappropriately obtained, used, or disclosed, or that their PII is inaccurate. Individuals can contact the system administrators via email at rmts@cdc.gov to have their concerns resolved. The system administrators can rectify PII or remove the user from the PC system.
PIA - 16:	Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not.	System records are reviewed on an annual basis. The administrators perform reviews of system viability. Administrators review and remove information as necessary and in accordance with policy.

PIA - 17:	Identify who will have access to the PII in the system.	Administrators Developers Contractors
PIA - 17A:	Select the type of contractor.	HHS/OpDiv Direct Contractors
PIA - 17B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes
PIA - 18:	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	Admin - For verification, updating, and general maintenance. Devs - For system improvement and development. CTRs - Direct contractors (using CDC credentials only) access the system to provide PII for surveys.
PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	The Business Steward defines the roles of each group that has access to PII in the system. Administrators have access to PII for overall system maintenance, validation, and support. A Rule of Behavior (RoB) is being developed, for the PC system. It will outline how administrators and developers should manage the PII they have access to.
PIA - 20:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	All users have roles in the PC system based on the least privileged model. The Business Steward defines the roles of each group that has access to the PII in the system. In the PC system, only system administrators have access to PII.
PIA - 21:	Identify the general security and privacy awareness training provided to system users (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.	Annual Security Awareness Training (SAT) training, and internal PC training on the system for administrators and developers.
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	None
PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	PC system output and retention is in accordance with the CDC Records Management Policy. PC is also in accordance with CDC Records Control Schedule and other applicable record scheduling procedures prescribed by the General Records Schedule (GRS) and National Archives and Records Administration (NARA) [NARA Bulletin 2010-02]. PC reviews, archives, or destroys material in accordance with the CDC Records Management Policy (Web Content (Internet)): CDC-04z-06-13. Temporary records are destroyed/deleted when superseded or obsolete. Digital Services Office (DSO) backs this up on a weekly basis and stores it securely for up to 3 years. If a backup is needed at an earlier date, Digital Media Branch (DMB) will contact the Office of the Chief Information Officer (OCIO) Digital Services Branch (DSB)

PIA - 24:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	<p>Administrative controls include: using the least-privilege model, validating users, and only allowing administrators and developers full access to the PII based on their job roles. All users take the annual Security Awareness Training.</p> <p>Technical controls include: limiting access with Personal Identity Verification (PIV) cards and using encryption in transit and at rest.</p> <p>Physical controls include: restricting building and system access by requiring ID badges/key cards, and 24/7 campus security.</p>
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Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	5/13/2024
Privacy Analyst Comments:	OpDiv Privacy Analyst: Joshua Mosios (Contractor)	Privacy Analyst Days Open:	

SOP Review

SOP Review Status:	Approved	SOP Signature:	
SOP Comments:	Approved on behalf of Beverly Walker	SOP Review Date:	5/6/2024
		SOP Days Open:	4

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	5/20/2024
Agency Privacy Analyst Review Comments:	Reviewer: Jim Laskowski 5/20/2024 This PIA is ready for SAOP review and approval.	Agency Privacy Analyst Days Open:	14

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	Archer Signature_Bridget Guenther.docx
SAOP Comments:		SAOP Review Date:	5/31/2024
		SAOP Days Open:	11

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 1	Data Feed Service, piafrmc dc	3/7/2024	Please add to free text field - other: gender, age, ethnicity, race, country of birth/origin,	
PIA - 23	Data Feed Service, piafrmc dc	3/19/2024	Where can I locate this citation? What is the name of the retention schedule? Is it called CDC?	
PIA - 23	Data Feed Service, piafrmc dc	4/9/2024	Please more clearly provide a valid citation.	
PIA - 23	Data Feed Service, piafrmc dc	4/22/2024	Non-responsive. Please provide a citation.	
PIA - 1	Data Feed Service, piafrmc dc	9/30/2024	This System has been migrated within the OCIO ISB Infrastructure Services authorization boundary. All future updates should be made via the new Sub- Component application.	

Admin Section

Is OpDiv Privacy Analyst Approved ?:	1	Is OpDiv Privacy Analyst Return ?:	0
Is Agency Privacy Analyst Approve ?:	1	Is SOP Return ?:	0
Is SAOP Approved?:	1	Is Agency Privacy Analyst Return ?:	0
Total Approved:	4	Is SAOP Return ?:	0
Total Approval Required:	4	Total Return:	0

Miscellaneous Fields

Last Updated:	9/30/2024 8:01 PM	History Log:	View History Log
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