

## 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

<b>PIA Name:</b>	CDC - Q-Video - QTR3 - 2024 - CDC8383001	<b>PIA ID:</b>	2123910
<b>Name of Component:</b>	CDC - Q-Video	<b>Name of ATO Boundary:</b>	Q-Video
<b>Overall Status:</b>		<b>PIA Queue:</b>	
<b>Submitter:</b>		<b># Days Open:</b>	105
<b>Submission Status:</b>	Re-Submitted	<b>Submit Date:</b>	10/16/2024
<b>Next Assessment Date:</b>	N/A	<b>Expiration Date:</b>	11/7/2027
<b>Office:</b>		<b>OPDIV:</b>	CDC
<b>Security Categorization:</b>	Moderate	<b>OpDiv PIA ID:</b>	CDC8383001
<b>Legacy PIA ID:</b>		<b>Make PIA available to Public?:</b>	Yes
<b>1:</b>	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
<b>2:</b>	Is this a FISMA-Reportable system?		Yes
<b>3:</b>	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		Yes
<b>4:</b>	ATO Date or Planned ATO Date.		10/24/2024
<b>5:</b>	Is the system or electronic information collection, agency or contractor operated?		Agency

### PTA

#### PTA

<b>PTA - 2:</b>	Indicate the following reason(s) for this PTA. Choose from the following options.	New
<b>PTA - 2A:</b>	Describe in further detail any changes to the system that have occurred since the last PIA.	
<b>PTA - 3:</b>	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.

Q-Video is a digitized video/audio application that supports the **Center for Questionnaire Design and Evaluation Research (CCQDER)** staff in their analysis of survey questions for the purpose of reduction of response error in surveys. The application captures, stores, and indexes the video and audio of a test interview in a digitized database for the purpose of searching and analysis by CCQDER researchers. Interviews are recorded and the image and audio is stored in customizable commercial off the shelf software products which are later indexed for ad hoc searching by the CCQDER researchers. On occasion field interviews are conducted in which case the recordings are brought back to the lab for inclusion in the Q-Video database application. When interviews are conducted outside of the National Center for Health Statistics (NCHS) Questionnaire Design Research Laboratory different procedures than typical survey interviews are followed. Any identifiable data collected about individuals through the process of advertising, screening, scheduling, and interviewing are recorded in hard copy only. When used, laptops contain typed notes from individual interviews but do not contain information that could identify a particular individual. Interviews are labeled by the interviewer's first initial and numbered sequentially, i.e., K1, K2, etc. Interviews are recorded using digital video cameras or audiotape recorders. Digital video and audio tapes are labeled with a unique subject identification number (assigned by the laboratory manager), date, and time of interview. Typically, hard copy materials (consent forms, payment forms containing names and addresses, instruments, etc.), and digital video and audio tapes are stored separately in locked cases and remain in the care of the CCQDER Laboratory Manager or CCQDER interviewers until such time they are stored in (NCHS) space.

**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.

Data elements for this notes module (Q-Notes) are: Date Project Name Principal Investigator Respondent ID (random numeric identifier) Interviewer Narrative Notes Meta Notes Question Text Answer Text Question Translation Theme Theme Descriptions Theme Categories Project Information Project Scope Project Documents Age Range Gender Interview Language Interview Country Interview Location (Lab or Offsite) Race Ethnicity Special consent (signed agreement) Income Range {under 10k, 10k-20k, 20-30k, 30k-more}{/under 10k, 10k-20k, 20-30k, 30k-more} Education level Video Link

**PTA - 5A:**

Are user credentials used to access the system?

<b>PTA - 5B:</b>	Please identify the type of user credentials used to access the system.	HHS User Credentials HHS/OpDiv PIV Card HHS Username Password Non-HHS User Credentials Username Password Email Address
<b>PTA - 6:</b>	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.	Q-Video users conduct audio or video cognitive interviews and upload the data to Secure Access Management Services (SAMS) via encrypted thumb drive. The Q-Video system administrator downloads the data via thumb drive and uploads it to Q-Video. A final report for each of its question evaluation studies is published by CCQDER. Each study's final report includes detailed information about its methods and findings. Q-Video does not share data with any system outside of Q-Video. Q-Video is a stand-alone self-contained system with no outside connectivity and is only available to Q-Video users.
<b>PTA - 7:</b>	Does the system collect, maintain, use or share PII?	Yes
<b>PTA - 7A:</b>	Does this include Sensitive PII as defined by HHS?	Yes
<b>PTA - 8:</b>	Does the system include a website or online application?	Yes
<b>PTA - 8A:</b>	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	No
<b>PTA - 9:</b>	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.	Q-Video is used to collect, store and maintain cognitive interviews projects. The data collected is used for analysis. Q-Video users are the only people with physical access to the system. Once users have access, they are assigned credentials to access the system.
<b>PTA - 10:</b>	Does the website have a posted privacy notice?	Yes
<b>PTA - 11:</b>	Does the website contain links to non-federal government websites external to HHS?	No
<b>PTA - 11A:</b>	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	
<b>PTA - 12:</b>	Does the website use web measurement and customization technology?	Yes
<b>PTA - 12A:</b>	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Other
<b>PTA - 13:</b>	Does the website have any information or pages directed at children under the age of thirteen?	No
<b>PTA - 13A:</b>	Does the website collect PII from children under the age thirteen?	
<b>PTA - 13B:</b>	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?	
<b>PTA - 14:</b>	Does the system have a mobile application?	No
<b>PTA - 14A:</b>	Is the mobile application HHS developed and managed or a third-party application?	

<b>PTA - 15:</b>	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
<b>PTA - 16:</b>	Does the mobile application/ have a privacy notice?	
<b>PTA - 17:</b>	Does the mobile application contain links to non-federal government websites external to HHS?	
<b>PTA - 17A:</b>	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
<b>PTA - 18:</b>	Does the mobile application use measurement and customization technology?	
<b>PTA - 18A:</b>	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
<b>PTA - 19:</b>	Does the mobile application have any information or pages directed at children under the age of thirteen?	
<b>PTA - 19A:</b>	Does the mobile application collect PII from children under the age thirteen?	
<b>PTA - 19B:</b>	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?	
<b>PTA - 20:</b>	Is there a third-party website or application (TPWA) associated with the system?	No
<b>PTA - 21:</b>	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA		
PIA		
<b>PIA - 1:</b>	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address Education Records Photographic Identifiers Biometric Identifiers Employment Status User Credentials Other - Free text Field - Gender, Race/Ethnicity, Age/Age Range, Role. income range, language, respondent ID, and unique subject ID
<b>PIA - 2:</b>	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Employees/ HHS Direct Contractors Members of the public
<b>PIA - 3:</b>	Indicate the approximate number of individuals whose PII is maintained in the system.	Above 2000
<b>PIA - 4:</b>	For what primary purpose is the PII used?	To assist Principal Investigators (PIs) in analyzing the effectiveness of survey questions prior to including them in an active survey.
<b>PIA - 5:</b>	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	PII may also be used for analysis, as well as research purposes.
<b>PIA - 6:</b>	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
<b>PIA - 6A:</b>	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	N/A

<b>PIA - 7:</b>	Identify legal authorities governing information use and disclosure specific to the system and program.	Public Health Service Act, Section 306(b) (42 U.S.C. 242k).
<b>PIA - 8:</b>	Are records in the system retrieved by one or more PII data elements?	No
<b>PIA - 8A:</b>	Please specify which PII data elements are used to retrieve records.	Name  Gender  Race/Ethnicity  Age/Age Range  User Credentials (Username/Password)  Project Name
<b>PIA - 8B:</b>	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.	SORN 09-20-0164, Health and Demographic Surveys Conducted in Probability Samples of the U.S. Population, HHS/Office of the Assistant Secretary for Health (OASH)/NCHS.
<b>PIA - 9:</b>	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains  In-person  Online  Government Sources  Within the OPDIV  Non-Government Sources  Members of the Public
<b>PIA - 10:</b>	Is there an Office of Management and Budget (OMB) information collection approval number?	Yes
<b>PIA - 10A:</b>	Provide the information collection approval number.	0920-0222
<b>PIA - 10B:</b>	Identify the OMB information collection approval number expiration date.	1/31/2026
<b>PIA - 10C:</b>	Explain why an OMB information collection approval number is not required.	N/A
<b>PIA - 11:</b>	Is the PII shared with other organizations outside the system's Operating Division?	No
<b>PIA - 11A:</b>	Identify with whom the PII is shared or disclosed.	
<b>PIA - 11B:</b>	Please provide the purpose(s) for the disclosures described in PIA - 11A.	
<b>PIA - 11C:</b>	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)).	
<b>PIA - 11D:</b>	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.	
<b>PIA - 12:</b>	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
<b>PIA - 12A:</b>	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	

<b>PIA - 13:</b>	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.	Prospective project participants are asked if they give their permission for Center for Questionnaire Design and Evaluation Research (CCQDER) staff to video record their interview. If they answer no they are asked if they will give permission to audio record their interview. If they answer no the participant is not included in the project/study. If they answer yes to having their interview either the video or audio recorded the actual schedule for their interview is set.
<b>PIA - 14:</b>	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.	If major changes are made to the system, changes would be included in the consent notice and have to be approved by CCQDER management, NCHS IRB, and OMB prior to being presented to the project participant for their approval and signature.
<b>PIA - 15:</b>	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.	Project participants are notified to contact the Resource Management Specialist, in the Collaborating Center for Questionnaire Design and Evaluation Research within CDC/NCHS by phone at 301-458-4569 and the NCHS Confidentiality Office at 888-642-4159 or email at nchsconfidentiality@cdc.gov. When contacting, they should reasonably identify the record, specify the information being contested, and state the corrective action sought, with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.
<b>PIA - 16:</b>	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.	<p>The PII review process is conducted with each project.</p> <p>Not only is PII reviewed, the entire project is reviewed with each new project. The project owner (requesting Survey or organization) and CCQDER determine the scope of the project, the targeted demographics, the questions to be tested, the number of participants, etc. Each project is then submitted to the Office of Management and Budget (OMB) and the NCHS Research Ethics Review Board (ERB) for review and approval to proceed. They review the entire project, not just the PII, but all aspects of the project. They may or may not require changes to the project and they give the final approval to conduct the project.</p> <p>PII data is backed up, encrypted in transit, and is maintained on an isolated network with limited access.</p>
<b>PIA - 17:</b>	Identify who will have access to the PII in the system.	<p>Users</p> <p>Administrators</p> <p>Contractors</p>
<b>PIA - 17A:</b>	Select the type of contractor.	HHS/OpDiv Direct Contractors
<b>PIA - 17B:</b>	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes

<b>PIA - 18:</b>	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	<p>Users and direct contractors, depending on requests, are Principal Investigators (PIs). The PIs use PII in analyzing the effectiveness of survey questions prior to including them in an active survey. PII may also be used for analysis, as well as research purposes.</p> <p>The Q-Video Administrator maintains the Q-Video application, and provides support to the users, as needed and is also a user.</p>
<b>PIA - 19:</b>	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	<p>Users who require access to PII are granted access from the Center for Questionnaire Design and Evaluation Research (CCQDER) Director, who approves the access based on a valid business need.</p> <p>Q-Video users comply with documented CDC policies and procedures and sign non-disclosure agreements and complete the CDC annual security awareness training thereafter, to reinforce confidentiality regulations, guidelines, and procedures.</p> <p>Users complete the OpDIV Role-Based training and are granted minimum necessary Role-Based access. Q-Video Administrators monitor access logs and user activities and comply with established OpDIV data disposition procedures.</p>
<b>PIA - 20:</b>	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.	<p>Access to Q-Video is based on least privilege and need to know and monitored through Role-Based access, which is managed by system User ID/Password.</p>
<b>PIA - 21:</b>	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.	<p>All users of Q-Video are required to complete the annual CDC Security Awareness Training (SAT) and acknowledge the Rules of Behavior to gain or maintain access to CDC systems. The training addresses the required Security Awareness, Privacy Awareness, Insider Threat and Counterintelligence information.</p> <p>All CCQDER personnel with Significant Security Responsibilities (SSR) are required to annually complete applicable Role-Based training such as the Role-Based training for HHS Information Security for Managers and the CDC Information Security for IT Administrators. This training addresses risk-based approach to enterprise-wide information security program management and an overview of the roles and responsibilities in implementing and managing information systems.</p> <p>Should there be specific project technical/security requirements, those will be addressed at the project kickoff meeting.</p>
<b>PIA - 22:</b>	Describe the training system users receive (above and beyond general security and privacy awareness training).	<p>Q-Video provides instructional videos on its use. Training/mentorship is also provided such that users are proficient in how to use Q-Video.</p>

**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).

The General Records Schedule is N1-442-09-1, item 1. Accordingly, records are retained and disposed of in accordance with the CDC Records Control Schedule for NCHS records. Original survey records are reviewed for accuracy, edited, and data (without personal identifiers such as name or Social Security number) are transferred to computer files. The original records are retained in locked office files of NCHS until the process of conversion to computer tape and verification of information is completed.

**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.

Administrative controls: documented policies and procedures and non-disclosure agreements that CDC employees agree to adhere to upon hire and annually thereafter, annual security awareness training, Role-Based training, minimum necessary Role-Based access, monitoring of access logs and user activities, established data disposition procedures, periodic correspondence with CDC staff to reinforce confidentiality regulations, guidelines, and procedures.

Technical controls: access restrictions based on least privilege and need to know, Role-Based access managed by system User ID/Password, virus/malicious code detection software, firewalls, data backups, and data encryption.

Physical controls: building security guards, identification badges, key cards, closed circuit TV, and locked offices.

## Review & Comments

### Privacy Analyst Review

<b>OpDiv Privacy Analyst Review Status:</b>	Approved	<b>Privacy Analyst Review Date:</b>	10/16/2024
<b>Privacy Analyst Comments:</b>	OpDiv Analyst: Joshua Mosios (Contractor)	<b>Privacy Analyst Days Open:</b>	

### SOP Review

<b>SOP Review Status:</b>	Approved	<b>SOP Signature:</b>	
<b>SOP Comments:</b>	Approved on behalf of Beverly Walker	<b>SOP Review Date:</b>	10/21/2024
		<b>SOP Days Open:</b>	5

### Agency Privacy Analyst Review

<b>Agency Privacy Analyst Review Status:</b>	Approved	<b>Agency Privacy Analyst Review Date:</b>	10/23/2024
<b>Agency Privacy Analyst Review Comments:</b>	Reviewer: Nestor Villafuerte  10/23/2024 All comment have been addressed, this PIA is ready for the SAOP review and approval.  Per CDC 's email (see Supporting Documentation), the correct ATO date is 10/25/2021 and what we see displayed is the expiration date of the ATO.	<b>Agency Privacy Analyst Days Open:</b>	2

### SAOP Review

<b>SAOP Review Status:</b>	Approved	<b>SAOP Signature:</b>	Archer Signature_Bridget Guenther.docx
<b>SAOP Comments:</b>		<b>SAOP Review Date:</b>	11/7/2024
		<b>SAOP Days Open:</b>	15

### Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
10-23-2024 EMAIL_Re_CDC PIAs.pdf	548665	.pdf	10/23/2024 9:27 AM	0

Comments				
Question Name	Submitter	Date	Comment	Attachment
PIA - 1	Data Feed Service, piafrmcdc	8/16/2024	Select email address, education records  Add income range, language, respondent ID, and unique subject ID to "other"	
PIA - 18	Data Feed Service, piafrmcdc	9/10/2024	Are the developers and administrators the same people? Why are there different names if they do the exact same job? Are there any distinguishing duties? Please separate these two and describe them differently if not.	
PIA - 18	Data Feed Service, piafrmcdc	9/17/2024	What role do developers play? Are contractors just users, or can they be admins and devs too?	
PIA - 8A	Data Feed Service, piafrmcdc	10/15/2024	Name appears to be the only direct identifier in this list.	
PIA - 10B	Data Feed Service, piafrmcdc	10/15/2024	This has expired. Is there a new application in progress?	
PIA - 1	BLAND, CRYSTAL	10/23/2024	Per CDC 's email (see Supporting Documentation), the correct ATO date is 10/25/2021 and what we see displayed is the expiration date of the ATO.	

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:	11/7/2024 7:01 PM
History Log:	<a href="#">View History Log</a>