





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 - Survey TA 2 - QTR4 - 2024 - CDC8544750	PIA ID:	2333361
Name of Component:	CDC - Survey Technical Assistance 2	Name of ATO Boundary:	Survey Technical Assistance 2
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	23
Submission Status:	Re-Submitted	Submit Date:	10/24/2024
Next Assessment Date:	N/A	Expiration Date:	11/7/2027
Office:		OPDIV:	CDC
Security Categorization:	Low	OpDiv PIA ID:	CDC8544750
Legacy PIA ID:		Make PIA available to Public?:	Yes
1:	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
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.		
5:	Is the system or electronic information collection, agency or contractor operated?		Contractor

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.	In the last PIA, the change was Survey TA2 contains non-sensitive PII data (C.2.8.9) and was seeking approval from CSPO to lower impact-level from moderate to low. The system is a "Low" The system remains consistent with its previous configuration and functionality
PTA - 3:	Is the data contained in the system owned by the agency or contractor?	Agency

<p>PTA - 4:</p>	<p>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.</p>	<p>Survey Technical Assistance 2 (Survey TA2) manages and tracks technical assistance services to CDC/Division of Adolescent and School Health (DASH)-funded state, local, tribal, and territorial agencies who are conducting the Youth Risk Behavior Survey (YRBS) and/or School Health Profiles (Profiles) in their state or localities. The Survey TA2 website is a password protected application used by CDC and contract staff and state and local survey coordinators who work on the Youth Risk Behavior Survey (YRBS) and the School Health Profiles Surveys (Profiles). It is used for overall project management and not used for survey data collection.</p> <p>CDC and contract staff manage the surveys and provide technical assistance to state and local survey coordinators. Survey TA2 is used by these staff to 1) log technical assistance encounters w/coordinators so that other TA staff can learn about decisions made, 2) set tracking steps for a survey to indicate the status of questionnaire development, field work, data quality, etc., and 3) run reports to indicate the status of data collection and data processing across all surveys.</p> <p>State and local coordinators check the status of their surveys, review various training and technical documents, and request answer sheets and manuals for their surveys.</p>
<p>PTA - 5:</p>	<p>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>	<p>Name, phone number, address, email of site person is included in the system as part of site contact information. The log includes name and conversation. Westat are storing site contact's name, email, address and phone number in SharePoint list and all other website functions will reference to this list.</p> <p>Site survey's tracking steps progress to indicate their questionnaire development, field work, data quality, etc.</p> <p>Date and name of step for the majority of steps are included in the site survey forms. Some steps identify the site contact if relevant (a file was sent to the person, a Handbook was sent to the person, etc.). This is internal to Westat to track progress.</p>
<p>PTA - 5A:</p>	<p>Are user credentials used to access the system?</p>	
<p>PTA - 5B:</p>	<p>Please identify the type of user credentials used to access the system.</p>	<p>Non-HHS User Credentials</p> <ul style="list-style-type: none"> Username Password Email Address

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>Name, Phone number, Address, and email of site person are all included in the system as part of site contact information. The log includes name and conversation. Westat are storing site contact's name, email, address and phone number in SharePoint list and all other website functions will reference to this list.</p> <p>Site survey's tracking steps progress to indicate their questionnaire development, field work, data quality, etc.</p> <p>Date and name of step for the majority of steps are included in the site survey forms. Some steps identify the site contact if relevant (a file was sent to the person, a Handbook was sent to the person, etc.). This is internal to Westat to track progress.</p>
PTA - 7:	Does the system collect, maintain, use or share PII?	Yes
PTA - 7A:	Does this include Sensitive PII as defined by HHS?	No
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)?	
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.	Survey Technical Assistance 2 (Survey TA2) manages and tracks technical assistance services to CDC/DASH-funded state, local, tribal, and territorial agencies who are conducting the Youth Risk Behavior Survey (YRBS) and/or School Health Profiles (Profiles) in their state or localities.
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?	Yes
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Web bug/beacons - Does Not Collect PII Session Cookies - Does Not 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 Phone numbers User Credentials Other - Free text Field - business mailing addresses
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Business Partners/Contacts (Federal, state, local agencies) Employees/ HHS Direct Contractors Grantees Vendors/Suppliers/Third-Party Contractors (Contractors other than 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?	Survey Technical Assistance (Survey TA) manages and tracks technical assistance services to CDC/DASH-funded state, local, tribal, and territorial agencies who are conducting the Youth Risk Behavior Survey (YRBS) and/or School Health Profiles (Profiles) in their state or localities Business email address is used to create user accounts and to email notify them their CDC approved access credentials. ID and password, identify and authorize user(s) access to the system.

PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	Site surveys
PIA - 6:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
PIA - 6A:	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
PIA - 7:	Identify legal authorities governing information use and disclosure specific to the system and program.	Section 306 of the Public Health Service Act (42 USC 242k)
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 Government Sources State/Local/Tribal
PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	Yes
PIA - 10A:	Provide the information collection approval number.	OMB Collection Approval Number: 0920-1050
PIA - 10B:	Identify the OMB information collection approval number expiration date.	5/31/2027
PIA - 10C:	Explain why an OMB information collection approval number is not required.	N/A
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.	Site-user name, and business email addresses are required to establish access to Survey TA2 and for tracking technical assistance services from State and Local funders. If the individual does not want to provide his or her info, he or she can not access the system.

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.	Contractor staff relies on CDC to inform site users as to how their information will be used in the system and obtain their consent to be added to the system. When there is a major change, emails are sent to site users once approved by CDC. Non-sensitive PII is updated through the following means: CDC provides the updates to contractor staff obtaining the updates directly from the site user via email. Contractor staff makes the updates to the system.
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.	Using the 'Get help with Website' link, site users can initiate an email to the contractor help desk whose inbox is monitored by the system administrator. Either the administrator or project director addresses their concerns, with input from CDC as needed. Otherwise, site users can notify CDC about information that has been entered into the Survey TA 2 website and CDC and contractor staff will work together to address the concern.
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's security assessment is performed annually by the security steward and contractor staff consisting of an infrastructure review to ensure PII data availability and integrity. Privacy impact assessment (PIA) are performed annually with system owner(s) to ensure accuracy and relevancy.
PIA - 17:	Identify who will have access to the PII in the system.	Users Administrators Contractors
PIA - 17A:	Select the type of contractor.	HHS/OpDiv Direct Contractors Third-Party Contractor (Contractors other than HHS 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.	Administrators – Managing user accounts and maintaining Survey-TA website. Contractors – To provide day to day assistance to perform essential functions for the project. Users-levels are enforced to site-users and can read/write to their data only.
PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	The contractor staff determines who has access to PII data based on their position (i.e. Role-Based Access Controls and Least Privilege) descriptions or responsibilities. User access-levels are enforced to site-users and can read/write to their data only.

<p>PIA - 20:</p>	<p>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>	<p>A secure file transfer is utilized to secure PII data with required encryption protocol to prevent unauthorized viewing of data while-in-transit. The least privilege model, categorized by (Read/Write/Full) permissions to limit the amount of access to PII necessary to perform their job.</p>
<p>PIA - 21:</p>	<p>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>	<p>Annual CDC Security Awareness and Role Based Training is required for user who require access to data.</p>
<p>PIA - 22:</p>	<p>Describe the training system users receive (above and beyond general security and privacy awareness training).</p>	<p>N/A</p>
<p>PIA - 23:</p>	<p>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).</p>	<p>Records are maintained based on CDC's Scientific and Research Project Records (Records Control Number: N1-422-09-01).</p> <p>Federal records will be transferred to the Federal Records Center 5 years after completion of the project and destroyed when 10 years old unless needed for further reference. Disposal methods include erasing computer tapes and burning or shredding paper materials or transferring records to the Federal Records Center when no longer needed for evaluation and analysis. CDC will retain the records for 20 years; or longer if further study is needed.</p> <p>□</p>
<p>PIA - 24:</p>	<p>Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.</p>	<p>Administrative controls: system security controls have been implemented and are, reviewed and assessed annually by the survey TA 2 security steward. Non-sensitive PII is collected to identify the site-user requesting system access, and to contact them for CDC approval. Site users are then distributed an email notification prompting them to update their access credentials.</p> <p>Technical controls: includes securing system data with required encryption protocols using Secure File Transfer Protocol (SFTP), with Transparent Layered Security (TLS) encryption to prevent unauthorized viewing of system data in-transit.</p> <p>Physical controls: authorized access to building facilities, spaces and containers are maintained by contractor staff through access control list (ACL). ACL is review by the contractor annually. Proximity badges and/or identification cards are used to access the facilities and verified by security guards for authorization.</p>

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	10/24/2024
Privacy Analyst Comments:	PIA-9 issue has been address in attached document.	Privacy Analyst Days Open:	

SOP Review

SOP Review Status:	Approved	SOP Signature:	
SOP Comments:	Approved on behalf of Beverly Walker	SOP Review Date:	10/28/2024
		SOP Days Open:	4

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	10/30/2024
Agency Privacy Analyst Review Comments:	Reviewer: Nestor Villafuerte 10/30/2024 Comment was addressed per CDC's email (see Supporting Documentation) as ATO expired on 10/7/2024 and CDC is in the process of renewing the ATO. This PIA is ready for SAOP review and approval.	Agency Privacy Analyst Days Open:	2

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	Archer Signature_Bridget Guenther.docx
SAOP Comments:		SAOP Review Date:	11/7/2024
		SAOP Days Open:	8

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
10-30-2024 EMAIL_Re_CDC - Survey TA 2 - QTR4 - 2024 - CDC8544750.pdf	225672	.pdf	10/30/2024 8:54 AM	0

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 9	Data Feed Service, piafrmc dc	10/18/2024	The last approved PIA also had Within the OPDIV & Foreign selected. When did you stop collecting PII from them and why did you stop?	
PIA - 18	Data Feed Service, piafrmc dc	10/18/2024	Please explain why each group	

requires access to PII individually. HHS will not accept one general answer to cover all groups.

PIA - 19	Data Feed Service, piafrmcdc	10/18/2024	<p>What is the system administrator's process to determine who has access to the PII? What's the reason for those individuals to have the access?</p> <p>Please go to question 32 of the last approved PDF PIA for guidance.</p>
PIA - 23	Data Feed Service, piafrmcdc	10/18/2024	<p>Please describe the retention and destruction process and list any Records Control Schedule (RCS) Job Numbers or General Records Schedules (GRSs) that apply to the PII maintained in the system; and/or State if the appropriate RCS Job Number or GRS for some or all of the PII maintained in the system and that the PII should be maintained until a determination is provided. For assistance, please contact the CDC Records Management Team at records@cdc.gov . Please include your process for the retention and destruction of PII. (i.e. Records Control Schedules: DAA-0443-2012-0007-0006 or N1-443-00-002)</p> <p>Please remove bullets, stars and asterisks as this is better for 508 compliance.</p>
PIA - 9	Data Feed Service, piafrmcdc	10/21/2024	Please address the original issues.
PIA - 18	Data Feed Service, piafrmcdc	10/21/2024	Administrators and contractors appear to have the same reason for access to PII. Is it safe to assume that contactors are administrators? If so, please modify your response for contactors and state that they have the role of administrators.
PIA - 1	VILLAFUERTE, NESTOR	10/29/2024	Reviewer notes that the ATO date is missing.
PIA - 1	BLAND, CRYSTAL	10/30/2024	Per CDC email the ATO Date expired on 10/7/2024. CDC is in the process of renewing the ATO Date.

Admin Section

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

Miscellaneous Fields

Last Updated:	11/7/2024 7:01 PM	History Log:	View History Log
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