

Copy PIA (Privacy Impact Assessment)

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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 - SAFE TraQ - QTR3 - 2024 - CDC8488596	PIA ID:	2195553
Name of Component:	CDC - System for Animal Facility Electronic Tracking of Quarantine	Name of ATO Boundary:	System for Animal Facility Electronic Tracking of Quarantine
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	81
Submission Status:	In Process	Submit Date:	11/8/2024
Next Assessment Date:	11/26/2027	Expiration Date:	11/26/2027
Office:		OPDIV:	CDC
Security Categorization:	Moderate	OpDiv PIA ID:	CDC8488596
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.		9/27/2024
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 System for Animal Facility Electronic Tracking of Quarantine (SAFE TraQ) is an application monitoring dogs arriving in the United States of America (US) that require quarantine. SAFE TraQ will trigger dynamic workflow processes that simplify and improves the monitoring of dogs once they arrive in the U.S. ready for quarantine.

SAFE TraQ enhances the experience for all involved in the process of importing animals into the United States. CDC sends an animal that requires isolation to a private quarantine facility, or Q-Facility, where the dog will undergo several checks to ensure it holds no risk to public health. The users of this animal tracking tool will include staff at Q-Facilities, laboratories, and CDC, as well as stakeholders in agency leadership.

Currently applicants must submit a temporary online form so Division of Global Migration and Quarantine (DGMQ) can then follow a manual process to approve importation of dogs.

Users access the system via SAMS. Secure Access Management System (SAMS) is a separate system with its own PIA

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.

SAFE TraQ processes information needed to operate while animals are being processed in and out of Quarantine when they arrive in the US.

The system will collect the below information from Animal Care Facility (ACF) s provided by the dog owners: Name, email address, phone number, Passport number, Driver's License number, Date of Birth. biometric information for the dogs, and mailing address

This information will be used to identify owners of the dogs , the health of the dogs and dogs that need to be separated because of health issues.

SAFE TraQ system helps to allow easy access and monitoring of animals coming into the U.S and how they will be handled.

All users authenticate through SAMS. Secure Access Management System (SAMS) is a separate system with its own PIA.

The Safe TraQ system stores information about dogs and their owners. Dog health, vaccination status and also identify if the dog has the proper vaccinations and health compliance to enter the US.

PTA - 5A:

Are user credentials used to access the system?

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.	The Safe TraQ system stores information about each dog sent to an animal care facility and its owner. Dog health and vaccination status will determine whether CDC will allow importation to the U.S. and holds no risk to public health. The system will collect the below information from animal care facilities via the website: Name, email address, phone number, Passport number, Driver's License number, Date of Birth, biometric information for the dogs, and mailing address. This information will be used to identify owners of the dogs, the health of the dogs and dogs that need to be separated because of health issues. SAFE TraQ system helps to allow easy access and monitoring of animals coming into the U.S and how they will be handled.
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.	https://www.safetraq.cdc.gov Safe TraQ team will enter the information of pets entering the US via the web address
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 Phone numbers Mailing Address Other - Free text Field - biometric information and vaccination history/status for the dogs
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Members of the public 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.	Above 2000
PIA - 4:	For what primary purpose is the PII used?	The PII will be used to identify dog owners for pickups of animals at care facilities and also to allow CDC to contact these individuals later in the event of a public health threat.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	None
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.	Public Health Service Act, Section 361, "Regulations to Control Communicable Diseases" (42 U.S.C. 264).
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	Name and mailing address are used to identify the dogs.

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.	09-20-0171, "Quarantine- and Traveler-Related Activities, Including Records for Contact Tracing Investigation and Notification under 42 CFR Parts 70 and 71"
PIA - 9:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains Email Online Non-Government Sources Members of the Public
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 Co. No. 0920-1383 Expiration 05/31/2027
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.	Dog owners can opt out of the collection, and use of PII at the point of transportation by not sending their dogs. If the owners refuse to give their PII , their dogs will not be transported. Owners who decide to opt out of the collection of their PII will not have their animal transported.
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.	When major changes occur to the system disclosure and/or data uses have changed since the notice at the time of original collection, SAFE TraQ administrators will immediately notify the Animal Care Facilities (ACFs) and Labs of the changes. The ACFs and Labs will notify animal owners through email/Phone number of the changes.
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.	The animal owners can express concerns about their PII by contacting the CDC Division of Global Migration and Quarantine (DGMQ) office at 800-232-4636 or CDCanimalimports@cdc.gov

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.	A quarterly review of PII data management for SAFE TraQ data will be scheduled. This review will be coordinated with the SAFE TraQ Contract Officer Representative/management team, and the CDC DGMQ office.
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
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.	Users need access to SAFE TraQ system to conduct data analyses. SAFE TraQ administrators may have access in order to handle escalated support cases. CDC DGMH Help Desk specialists will have access to assist with support These are Direct Contractors.
PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Access to application is based on Business Steward's validation for Role-Based Access Control (RBAC), where users are identified through CDC's Digital Services Office (DSO) - Secure Access Management Services (SAMS).
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.	A role-based system is used to assign privileges. Designations will focus on data entry/editing, read-only access, and system administration.
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.	All personnel system owners, managers, operators, contractors and/or program managers using the SAFE TraQ system complete Privacy and Security Awareness Training (at least annually) as provided by the CDC.
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	CDC DGMQ Help Desk personnel also go through a comprehensive contractor onboarding and compliance training from their contracting company.
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).	Records are retained and disposed of in accordance with the CDC Records Control Schedule (N1-442-09-1). Records are disposed of when they are no longer needed by program officials. Disposal methods include erasing computer tapes, burning or shredding paper materials or transferring records to the Federal Records Center when no longer needed for evaluation and analysis. Records are retained for 20 years.

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 - administrative controls include review of accounts and access to PII data elements on a recurring basis, inheriting computer security awareness training controls for CDC staff, lowest-level privilege through role definition, development of incident response planning, and account management policies inclusive of account creation and termination. PII stored will be limited in the user interface leveraging role-based access.

Physical - data center physical security begins at the perimeter layer. This layer includes a number of security features depending on the location, such as security guards, fencing, security feeds, intrusion detection technology, and other security measures.

Technical - PII data is encrypted and stored in a secure database. Technical controls are in place to manage user identity, identity proofing, authentication, and authorization.

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	11/13/2024
Privacy Analyst Comments:	OpDiv 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:	11/19/2024
		SOP Days Open:	11

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	11/26/2024
Agency Privacy Analyst Review Comments:	<p>Reviewer Shanai Shobowale</p> <p>11/26/2024 This PIA is ready for SAOP review and approval.</p> <p>PIA-18: We confirm that DGMH stand for Division of Global Migration Health.</p> <p>Per CDC email, DGMQ stands for the CDC Division of Global Migration and Quarantine.</p>	Agency Privacy Analyst Days Open:	7

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	Archer Signature_Bridget Guenther.docx
SAOP Comments:		SAOP Review Date:	11/26/2024
		SAOP Days Open:	0

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
Re_ CDC - SAFE TraQ - QTR3 - 2024 - CDC8488596_.pdf	226634	.pdf	11/26/2024 8:41 AM	0

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 10C	Data Feed Service, piafrmcdc	9/23/2024	Please explain why it's exempt.	
PIA - 10C	Data Feed Service, piafrmcdc	10/21/2024	PIA2 states PII about members of the public is collected and PIA2 states the information is collected directly from the members of the public. OMB approval numbers are required when collecting information from the public.	
PIA - 10C	Data Feed Service, piafrmcdc	10/31/2024	Feel free to schedule a meeting to discuss but the Paper Reduction Act states that if information is collected from 10 or more individuals it is required. This PIA states information is collected from over 2000 people.	

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:	7/28/2025 4:00 PM	History Log:	View History Log
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