PTA / PIA: FDA - FDA TV Studio - QTR2 - 2025 - FDA4932089

Created Date: 5/29/2025 12:37 PM Last Updated: 6/24/2025 4:45 PM

General Information

PTA / PIA Name:	FDA - FDA TV Studio - QTR2 - 2025 - FDA4932089	**PTA / PIA ID:**	3243898
Component Name:	FDA - CDRH FDA Television Studio	**ATO Boundary Name:**	CDRH FDA Television Studio
Overall Status:	Complete 	**# of Days - Open:**	27
Submitter:		**Submit Date:**	5/29/2025
Next Assessment Date:	N/A	**Expiration Date:**	1/1/2100
Office:		**OpDiv:**	FDA
Security Categorization:	Low		
Make PIA available to Public?:	No	**PIA Required:**	Yes

General 01:	Identify the Enterprise Performance Lifecycle Phase of the system.	Initiation
General 02:	Is this a FISMA-Reportable system?	No
General 03:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	No
General 04:	ATO Date or Planned ATO Date.	12/31/2025
General 05:	Is the system or electronic information collection, agency or contractor operated?	Agency
History Log:	View History Log	

Privacy Threshold Analysis

Privacy Threshold Analysis

PTA 01:	Point of Contact (POC) Name	David Bailey
PTA 01A:	POC Title and Organization	POC Title: Television Production Specialist POC Organization: FDA/CDRH/OCE/DCM
PTA 01B:	POC Email Address	davidw.bailey@fda.hhs.gov
PTA 01C:	POC Phone Number	240-401-3902
PTA 02:	Indicate the following reason(s) for this PTA. Choose from the following options.	New
PTA 03:	Is the data contained in the system owned by the agency or contractor?	Agency
PTA 04:	Please give a brief overview of the purpose of the system by describing what the functions of the system are and how the system carries out those functions in support of HHS.	The purpose of this system is to provide user authentication, video production, asset storage, and access to management systems to support the video production tools in use in the Food and Drug Administration (FDA) Center for Devices and Radiological Health (CDRH) Studio facility. These systems are standalone and do not connect to other FDA systems. This system does not have an information collection system. The system users consist of agency employees and full-time contractors.
PTA 05:	List and/or describe all the types of information that are collected, maintained, and/or shared by the system regardless of whether that information is PII and how long that information is stored.	The data stored on this system consist of video files, graphic files, captioning files and other file types to support video production or support of the systems that perform video production functions. The only PII contained in this system is name, business address and user credentials (username/password).
PTA 05A:	Are user credentials used to access the system?	Yes
PTA 05B:	Please identify the type of user credentials used to access the system.	Non-HHS User Credentials Username Password
PTA 06:	Describe why each type of information is collected, maintained, and/or shared by the system. Specify what information is collected about each category of individual.	The only PII that is collected in this system is name, user credentials, and sometimes business address. This is used to access the system and create lower third or full screen graphics for the Studio's video productions. No PII is shared with other systems.
PTA 07:	Does the system collect, maintain, use, or share PII?	Yes
PTA 08:	Does the system include a website or online application?	No
PTA 14:	Does the system have a mobile application?	No
PTA 20:	Are any third-party websites or applications (TPWA) associated with the system?	No
PTA 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

Privacy Impact Assessment

Privacy Impact Assessment

PIA 22:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Biographical Information Name User Credentials Contact Information Mailing Address (Business)
PIA 23:	Indicate the categories of individuals about whom PII is collected, maintained, or shared.	Employees/HHS Direct Contractors
PIA 24:	Indicate the approximate number of individuals whose PII is maintained in the system.	<100
PIA 25:	For what primary purpose is the PII used?	The FDA Studio uses credentials to authenticate to the FDA Studios systems. These credentials are local and not using HHS/FDA system credentials. The FDA uses the PII for the primary purpose of identifying FDA employee or direct contractor by name.
PIA 26:	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).	The FDA makes no secondary use of the PII. These credentials are not used for anything other than it's intended purposes.
PIA 28:	Identify legal authorities, governing information use and disclosure specific to the system and program.	FDA allows for the minimum information use for operations. That is all that is being used for our systems.
PIA 29:	Are records in the system retrieved by one or more PII data elements?	No
PIA 30:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains In-person
PIA 31:	Is there an Office of Management and Budget (OMB) information collection approval number?	No
PIA 31B:	Explain why an OMB information collection approval number is not required.	N/A. CDRH FDA Television Studio does not collect information from any persons other than federal employees/direct contractors and therefore does not require an OMB information collection approval number.
PIA 32:	Is the PII in the system shared directly with other organizations outside the system's Operating Division?	No
PIA 33:	Is the submission of PII by individuals voluntary or mandatory as defined in the Privacy Act?	Voluntary
PIA 34:	Describe the method in place to notify and obtain consent from individuals whose PII will be collected. If no prior notice is given or consent cannot be obtained, explain why.	There is no system-specific opt-out process. User credentials are entered by hand and are required to use FDA Studio systems. Individuals may opt-out of the use of their name by choosing to not participate. Opting out will mean that the user will not have access to the system.

PIA 35:	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). If they cannot be notified or have their consent obtained, explain why.	Users can be notified by system changes via employee email since this system only collects internal PII.
PIA 36:	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.	If an individual believes that their PII has been inappropriately obtained, used, or disclosed, or that their PII is inaccurate, they can contact the system owner. They can also contact the FDA Privacy Office and report any suspected breaches to FDA's Cybersecurity and Infrastructure Operations Coordination Center (CIOCC).
PIA 37:	Describe the process in place for periodic reviews of the system to ensure the integrity, availability, accuracy, and relevancy of the PII in the system. Please address each element in your response. If no processes are in place, explain why not.	The process in place for periodic reviews of PII to ensure the data integrity is to regularly check that the correct internal users have access and those who no longer need access are removed from the system. The process in place for periodic reviews of PII to ensure data availability is regular checks to ensure that the data are accessible to the appropriate users. The process in place for periodic reviews of PII to ensure data relevancy is to regularly remove user information for those who no longer need access to the system. Accuracy of PII is ensured by collecting the information directly from users and having users verify that their information is correct.
PIA 38:	Identify who will have access to the PII in the system.	Administrators
PIA 39:	Provide the reason why each of the groups identified in 38 needs access to PII.	Only administrators will have limited access to change user credentials or disable user accounts. Administrators require limited access to users accounts to add a user, disable a user or change a user's password.
PIA 40:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	The only PII collected is name and sometimes business address. The users who provide this information may access it as well as administrators.
PIA 41:	Describe the technical methods in place to allow those with access to PII to access only the minimum amount of information necessary to perform their job.	User credentials are name, username and password. That is the minimum information needed to create a system account. Sometimes, business mailing address is included to reflect where the internal user is located for work purposes. The technical methods in place include access control where only the minimum necessary users can access this information. They also include authorization requiring a username and password.
PIA 42:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) to make them aware of their responsibilities for protecting the information being collected and maintained.	All users must take FDA's annual Computer Security Awareness Training (CSAT).

PIA 43:	Describe the training system users receive above and beyond general security and privacy awareness training.	No additional training is required.
PIA 44:	Describe the process and guidelines in place for the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	This system is covered by NARA approved records schedule N1-088-06-003. Files relate to calendars, schedules, logs, appointment books, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of Federal employees while serving in an official capacity, excluding materials determined to be personal. Records containing routine and non-significant information relating to official activities, the substance of which has not been incorporated into official files. It covers schedules of both senior and non-senior officials.
PIA 45:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	FDA secures PII in the system using the following administrative controls: username and password access control and granting the minimum necessary users access. FDA secures PII in the system using the following technical controls: username and password only access. FDA secures PII in the system using the following physical controls: securing servers in a locked facility with security guards that only authorized individuals may enter.

Review and Comments

OpDiv Privacy Analyst Review

Privacy Analyst Review Decision:	Approved	**Privacy Analyst Review Date:**	5/29/2025
Privacy Analyst Review Comments:		**# of Days - PA Review:**	0

SOP Review

SOP Review Decision:	Approved	**SOP Review Date:**	5/29/2025
SOP Review Comments:	The FDA's Senior Official for Privacy (SOP) has: (a) approved the Privacy Threshold Analysis (PTA)/Privacy Impact Assessment (PIA) conducted for the subject system/component; (b) reviewed and approved the associated security categorization; and (c) reviewed and confirmed acceptable implementation status of the assigned privacy controls.	**# of Days - SOP Review:**	0

Agency Privacy Analyst Review

Agency Privacy Analyst Review Decision:	Approved	**Agency Privacy Analyst Review Date:**	6/5/2025
Agency Privacy Analyst Review Comments:	Reviewer: Crystal Bland 6/5/2025 This PIA is ready for SAOP review and approval.	**# of Days - APA Review:**	7

SAOP Review

SAOP Review Decision:	Approved	**SAOP Review Date:**	6/24/2025
SAOP Review Comments:		**# of Days - SAOP Review:**	19

SAOP Signature

Date	User	Type	Name	Original Value	New Value
6/24/2025 3:12 PM	GUENTHER, BRIDGET	Signature	SAOP (Email PIN)		Content Signed

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PTA 01	BLAND, CRYSTAL	6/3/2025	Per FDA's Email: The attached PIA is SOP approved and should be in your queue. The Planned ATO date is *12/31/2025*	5-29-2025 EMAIL_PIA in Queue (CDRH FDA Television Studio).pdf CDRH FDA Television Studio_SOP Approved.pdf