Does the website contain links to non-federal government websites external to HHS?  

Does the website use web measurement and customization technology? 

Describe the process and guidelines in place with regard to the retention and destruction of PII.

Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?

Identify training and awareness provided to personnel (system owners, managers, operators, contractors, etc.) who may access PII.

Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.

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.

Describe the process in place for periodic reviews of PII contained in the system to ensure the PII is only used for its intended purpose.

Is the PII shared with other organizations?

Provide an overview of the system and describe the information it will collect, maintain (store), or share.

Describe the purpose of the system.

Identify legal authorities governing information use and disclosure specific to the system and describe any special conditions/limitations.

Describe the secondary uses for which the PII will be used.

For what primary purpose is the PII used?

How many individuals’ PII is in the system?

Does the system include a Website or online application available to and for the use of the general public?

Is the privacy policy available in a machine-readable format?

Is a disclaimer notice provided to users that follow external links to websites not owned or controlled by HHS?

Describe the type of information the system will collect, maintain (store), or share.

Describe the methods in place to notify individuals that their personal information will be collected.

Indicate the following reason(s) for updating this PIA.

Does the system have Security Authorization (SA)?

Identify the operator.

Describe in further detail any changes to the system that have occurred since the last PIA.

Is the subject of this PIA which of the following?

Identify the OMB information collection approval number and expiration date.

Is the system collected, maintained, or shared PII?

Indicate the type of PII the system collects or maintains.

Describe the type of information collected from users of the system.

Describe the secondary uses for which the PII will be used.

Describe the method in place to allow those with access to PII to only access the minimum of the information necessary to perform their job.

Does the system contain PII?

Describe the process in place for periodic reviews of PII contained in the system to ensure the PII is only used for its intended purpose.

Is the PII shared with other organizations?

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.

Describe the process in place to notify individuals that their personal information will be collected.

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