

## **Privacy Act Checklist - Brief to the Privacy Act Officer**

This is a request for extension of OMB Control No. 0920-0255, the information collection of the Resources and Services Database of the National Prevention Information Network (NPIN). Respondents to this data collection include national, state, and local organizations that provide HIV/AIDS, STD, and TB prevention, education and treatment services. Although respondents will provide their full names during data collection, they will be speaking from their roles as staff of community-based organizations, State and local health departments, federal government organizations, and as health professionals. Personal information will not be collected. Therefore, due to the nature and purpose of this data collection, no assurance of confidentiality is extended to respondents. Information regarding consent to participate in the data collection is contained in the Revised Resource Organization Questionnaire (Appendix C) and the Questionnaire (Telephone Script) (Appendix D).

Data management procedures have not changed since previous approval and the instruments have not been through extensive revisions. The contractor that will be collecting the data protects virtual data using both electronic and physical means. The contractor employs a stateful-inspection packet filtering firewall to protect their network perimeter and data contained within it from sources outside of the network. Internal security is controlled using Windows NT share and file level security, and Novell NetWare NDS security. All data are password protected and secured on file servers within a locked server room. Servers are protected from unauthorized physical access by separate key lock to the network room. The contractor backs up virtual data to DLT tape on a nightly basis, Monday-Friday. Daily tapes are stored on-site in our locked network room, and weekly and monthly tapes are stored off-site in a locked vault at a tape storage facility.