06.3 HHS PIA Summary for Posting (Form) / NIH NCI Automated Self-Administered 24-Hour Recall (ASA24)

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/30/2010

2. OPDIV Name: NIH

3. Unique Project Identifier (UPI) Number: N/A

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): NIH NCI Automated Self-Administered 24-hour Recall (ASA24)

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Dr. Nancy Potischman

10. Provide an overview of the system: Self-reported dietary assessment methods are commonly used to measure food intakes for dietary surveillance, nutritional epidemiology, clinical and intervention research. We developed a 24-hour dietary recall that could be unannounced, automated, and self-administered to make feasible the administration of multiple days of recalls in large-scale epidemiological studies, surveillance sites, behavioral trials and clinical research. The format and design were modeled on the interviewer-administered Automated Multiple Pass Method (AMPM) developed by the US Department of Agriculture (USDA). The website collects information about subjects' diet for the previous day for extramural researchers doing epidemiologic or clinical research. There is no personally identifiable information collected on this site. The respondents are given a username and password by the NCI in order to gain access to the website. Participation in these studies are voluntary and nonparticipation has no impact on the subjects' care or involvement in other aspects of the studies.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No PII in the system

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The diet information collected provides a service for outside researchers and will not be used by the agency. The system does not contain PII and the information is provided by subjects on a voluntary basis.

31. Please describe in detail any processes in place to: (1) 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 the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No PII in the system

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No PII in the system

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Suzy Milliard

Sr. Official for Privacy Approval: Promote

Sr. Official for Privacy Name: Karen Plá

Sign-off Date: 9/28/2010

Approved for Web Publishing: Yes

Date Published: February 22, 2011

06.3 HHS PIA Summary for Posting (Form) / NIH NCI Automated Self-Administered 24-Hour Recall (ASA24) Researcher Website

PIA SUMMARY AND APPROVAL COMBINED

PIA Summary

Is this a new PIA 2011? No

If this is an existing PIA, please provide a reason for revision: PIA Validation

1. Date of this Submission: 7/30/2010

2. OPDIV Name: NIH

3. Unique Project Identifier (UPI) Number: N/A

4. Privacy Act System of Records (SOR) Number (If response to Q.21 is Yes, a SORN number is required for Q.4): N/A

5. OMB Information Collection Approval Number: N/A

6. Other Identifying Number(s): N/A

7. System Name (Align with system Item name): NIH NCI Automated Self-Administered 24-Hour Recall (ASA24) Researcher Website

9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed: Nancy Potischman

10. Provide an overview of the system: Researchers visit this website to gain access to the subjects' website (ASA24) for their research studies. The researcher will visit the site to provide lists of subjects' IDs with their dates for visiting the subjects' website and later will monitor their study and obtain the final data files of nutrients and foods consumed by each subject. Subject IDs are not linked to personal information at NCI. The Study ID is linked at the NCI to a username and password for each subject to gain access to the ASA24. The researcher provides their name, institution and email contact information as well as similar information for other staff with permission to visit the site on thier behalf. The researcher provides only institutional information not personal email and other contact information. Participation is voluntary.

13. Indicate if the system is new or an existing one being modified: New

17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system? (Note: This question seeks to identify any, and all, personal information associated with the system. This includes any PII, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?): No

21. Is the system subject to the Privacy Act? (If response to Q.19 is Yes, response to Q.21 must be Yes and a SORN number is required for Q.4): No

23. If the system shares or discloses IIF please specify with whom and for what purpose(s): No PII in the system

30. Please describe in detail: (1) the information the agency will collect, maintain, or disseminate; (2) why and for what purpose the agency will use the information; (3) in this description, explicitly indicate whether the information contains PII; and (4) whether submission of personal information is voluntary or mandatory: The information the researcher provides is institutional email and contact information. None of this information relates to personal information and is not shared with anyone outside of the ASA24 team. The Study ID, username and password information on respondents is not linked to any personal information. The username is linked to dietary information stored from the respondent's reports while visiting the ASA24 website. Participation by the researcher is voluntary.

31. Please describe in detail any processes in place to: (1) 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 the original collection); (2) notify and obtain consent from individuals regarding what PII is being collected from them; and (3) how the information will be used or shared.

(Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]) No PII in the system

32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII): Yes

37. Does the website have any information or pages directed at children under the age of thirteen?:

50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN):

54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.: No PII in the system

PIA Approval

PIA Reviewer Approval: Promote

PIA Reviewer Name: Suzy Milliard

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