

## **06.3 HHS PIA Summary for Posting (Form) / NIH NCI OCE Office of Market Research and Evaluation Surveys**

### **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:** 7/29/2011

**2. OPDIV Name:** NIH

**3. Unique Project Identifier (UPI) Number:**

**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:** 0925-0046

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

**7. System Name (Align with system Item name):** OCE's Office of Market Research and Evaluation Surveys

**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:** Holly A. Massett, Ph.D.

**10. Provide an overview of the system:** The system is comprised of a web-based interface and associated backend database, plus necessary programmatic functionality to store and retrieve data, a portion of which may be provided by OMRE for a given task, and the majority of which is provided by the individual users. The primary purpose of the system is to store, compile, analyze, and output user data on a per-task/project basis; the system does not store data pertaining to individual projects past a short period following their completion.

**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. Personal information outside of work context is not collected.

**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:** (1). The system may store any or all of the following information: names, business email, mailing address of clinic or partner organization, business phone or fax information, organization name and individual's position within that organization.

(2). This information may be tied to data collected via survey or questionnaire within the system for which the individual has previously identified to be given access and from whom specific responses are needed.

(3). This information collected may include any of the data listed in (1). and does not constitute PII as defined by this form as all data in question is business-related contact information.

(4). No PII is collected. Submission is voluntary and user may opt-out of data collection.

**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.]** (1). N/A - No PII in the system.

(2). N/A - No PII in the system.

(3). A written privacy notice is posted at the entry point of each system interface. This privacy statement states the type of data collected, how it will be used, and how data will be reported (e.g. user-specific, aggregate, etc). OMB numbers are provided where applicable and the ability of opt-out and remove all data is available to each user at any point within 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. Web-based access to the system may include (encrypted) passwords, unique urls, SSL, and other one-time login identifiers. Privacy notices alert the individuals accessing the system what types of information are stored and how they will be used; individuals may opt-out of data collection at any point and remove all data previously input. Servers and physical backup hardware are stored in a secure data center.

*PIA Approval*

**PIA Reviewer Approval:** Promote

**PIA Reviewer Name:** Suzy Milliard

**Sr. Official for Privacy Approval:** Promote