



DATE: October 22, 2013

TO: Jessica Faupel-Badger, Ph.D., MPH, Associate Director
Cancer Prevention Fellowship Program, NCI

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act

I have reviewed your submission to OMB requesting approval of the outcomes evaluation of the National Cancer Institute (NCI) Cancer Prevention Fellowship Program (CPFP). The evaluation of this program will provide insight to NCI and the postgraduate training community about the roles that structured training programs and trans-disciplinary programs may have on career outcomes in the field of cancer prevention and control.

The contracting firm, Westat, Inc. will use existing email addresses and simple Internet searches to contact CPFP alumni, applicants and individuals who were recipients of NCI funding to announce the evaluation and invite them to participate. A commercial off-the-shelf web survey platform will be used to survey the participants about their work history, professional activities, career advancement, publications, awards, career outcomes and satisfaction with the program.

Personally identifiable information (PII) will be collected, including name, email address, phone number, gender, race/ethnicity, salary, demographics, recommendations, etc. Individuals who choose to participate will provide implicit consent by their participation. Respondents will provide data using a computerized system, which will contain a privacy disclaimer, to collect and enter data.

Web-based, computer-based and hard copy data collection forms will be maintained in a secure area for receipt and processing. All data files on multi-user systems will be under the control of a database manager and will be subject to controlled access only by authorized personnel. PII will be maintained separately from completed data collection forms, and from computerized data files used for analysis. Administrators will have access to data tables for all comparison groups for which data is available.

The final report with aggregate findings and recommendations may be made available in hard copy or electronic format to NCI/NIH leadership. Individual-level data will not be provided for any of the study groups. After the data completion is completed, all hard copy collected information and study materials will be stored in a locked, secure facility for two years, and will then be shredded. Electronic data will be password protected and stored by the data management contractor, and will also be destroyed after two years.

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Since the record system will be designed to retrieve information about the participants by an identifier in order to contact and remind them of the evaluation, I have determined that the Privacy Act will apply to this information collection.

The data collection is covered by NIH Privacy Act Systems of Record 09-25-0156, "*Records of Participants in Programs and Respondents to Surveys Used to Evaluate Programs of the Public Health Service, HHS/PHS/NIH/OD.*"

If you have any questions, please contact my office at (301) 496-2832.



Karen M. Plá

Enclosure

cc: Vivian Horovitch-Kelley, PRA/OMB Liaison, NCI