

Appendix G: Privacy Act Memo



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

DATE: May 12, 2011

TO: Bradford Hesse, Ph.D.
HINTS Project Officer
National Cancer Institute

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: "Health Information National Trends Survey 4 (HINTS4) (NCI)"

I have reviewed the NCI submission to OMB to monitor population trends in cancer communication practices, information preferences, risk behaviors, attitudes, and knowledge.

I have determined that the Privacy Act will apply to this data collection which involves the collection of personally identifiable information such as name, age, gender, race, ethnic background, citizenship, address, telephone number, marital/military/occupational status, highest grade or level of schooling completed, annual income, etc.

The study management system (SMS) will be used to track respondents and store and maintain the data. The SMS will contain both the selected household's address and the study ID. Data will be maintained in a separate database from the SMS and address information and will be identified only through the study ID. Completed paper questionnaires will be kept in a locked location. No names or other identifiers will be used in reports or delivered to the NCI as part of the final data set. Participant names will not appear on any study documents. A crosswalk between study ID and participant address will be kept in a secured electronic file and will be accessible only to those working on the study. The linkage between study ID and personal identifiers will be destroyed upon completion of the study. Data will be made available for public use following the removal of all identifying information, and data files will be prepared in accordance with standards for protecting the privacy of the participants.

This data collection is covered by NIH Privacy Act Systems of Record 09-25-0156, "Records of Participants in Programs and Respondents in 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) 402-6201.


Karen M. Plá

Enclosure

cc: Vivian Horovitch-Kelley, PRA/OMB Project Clearance Liaison