

Attachment 3 –
Privacy Act Memo



DATE: September 11, 2015

TO: Albert Avila, Ph.D.
Director, Office of Diversity and Health Disparities
National Institute on Drug Abuse

FROM: NIH Privacy Act Officer

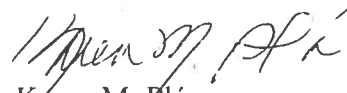
SUBJECT: Applicability of the Privacy Act: Application Forms for NIDA Summer Research Internship Program

I have reviewed the NIDA submission to OMB referenced above. The project involves the use of a web based application form to recruit high school and undergraduate individuals from under-represented populations into the NIDA summer internship program for research training and development in substance abuse research. This outreach and pipeline program exposes students interested in biomedical and behavioral research careers to cutting edge substance abuse research.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) such as name, address, phone number, birth date and year, demographic and other identifiers stored in a system designed to be retrieved by a personal identifier.

All of the application forms being used by the NIDA were developed in-house and will be hosted on the NIDA website. Applicants are provided a link to the application site, and will enter their information after establishing login credentials that include strong passwords that conform to standards used by the NIH Center for Information Technology. Applicants will only have access to their own applications. The collected information will be used to select the best applicants for the NIDA summer internship program. Applicant data will only be available to NIH science program officials and analysts who will review the completed applications to determine which applicants will be selected to participate in the program and to administrative, human resources, and financial officials who prepare the necessary documentation to arrange for stipend payments and to activate approved internships.

The data collection is covered by NIH Privacy Act Systems of Record 09-25-0014, "Clinical Research: Student Records, HHS/NIH/OD/OIR/OE." If you have questions, please contact me at (301) 402-6201.


Karen M. Plá

Enclosure

cc: Genevieve deAlmeida-Morris, NIDA PRA Liaison (w/o enclosure)