# Privacy Impact Assessment Form

v 1.47.4

Status Development Form Number Form Date 05/08/19

Question Answer

1. OPDIV: National Cancer Institute, Center for Cancer Research
2. PIA Unique Identifier:

2a Name: CCR Faculty Careers Application System

1. The subject of this PIA is which of the following?

3a Identify the Enterprise Performance Lifecycle Phase of the system.

3b Is this a FISMA-Reportable system?

Does the system include a Website or online

General Support System (GSS) Major Application

Minor Application (stand-alone) Minor Application (child) Electronic Information Collection Unknown

Development

Yes No

Yes

Accept

1. application available to and for the use of the general

public? No

Reject

1. Identify the operator.

Agency

Contractor

POC Title Federal Lead of Software Solutions

1. Point of Contact (POC):

POC Name Mei Liu, PMP, CSM

Center for Biomedical

Accept

POC Organization Informatics and Information

Technology (CBIIT)

Reject

POC Email [mei.liu@nih.gov](mailto:mei.liu@nih.gov)

POC Phone 240-276-6921

1. Is this a new or existing system?

Yes

No

New

Existing

1. Does the system have Security Authorization (SA)?



Accept Reject



|  |  |  |
| --- | --- | --- |
| 8b Planned Date of Security Authorization | November 15, 2019  Not Applicable |  |
| 11 Describe the purpose of the system. | Application system designed to allow faculty recruitment candidates to apply for positions electronically thus eliminating the need to submit paper applications via the mail. The system also allows for search committee members to rate and rank candidates electronically thus eliminating the need for printing multiple copies of applications to distribute to committee members. | Accept Reject |
| Describe the type of information the system will The application form requires that the candidate provide:  12 collect, maintain (store), or share. (Subsequent email address, home phone, business phone, degree  questions will identify if this information is PII and ask information, home address, business address, and the names  about the specific data elements.) and contact information for three references. Additionally, the | | Accept Reject |
| Provide an overview of the system and describe the Applicant information, including candidate's email address,  13 information it will collect, maintain (store), or share, home phone, business phone, degree information, home  either permanently or temporarily. address, business address, the names and contact information | | Accept Reject |
| 14 Does the system collect, maintain, use or share **PII**? | Yes  No | Accept  Reject |
| 15 Indicate the type of PII that the system will collect or maintain. | Social Security Number  Date of Birth  Name  Photographic Identifiers  Driver's License Number  Biometric Identifiers  Mother's Maiden Name  Vehicle Identifiers  E-Mail Address Mailing Address  Phone Numbers  Medical Records Number  Medical Notes  Financial Account Info  Certificates  Legal Documents  Education Records  Device Identifiers  Military Status  Employment Status  Foreign Activities  Passport Number  Taxpayer ID  Other... Names and contact information of references. Other...Resumes/CVs/supporting documents from applicants Other...Letters of Recommendation from references  Other...  Other... | Accept Reject |
| 16 Indicate the categories of individuals about whom PII is collected, maintained or shared. | Employees  Public Citizens  Business Partners/Contacts (Federal, state, local agencies)  Vendors/Suppliers/Contractors  Patients  Other | Accept Reject |





|  |  |  |
| --- | --- | --- |
| 17 How many individuals' PII is in the system? 500-4,999 | | Accept  Reject |
| 18 For what primary purpose is the PII used? The PII is used primarily to contact candidates. | | Accept  Reject |
| 19 Describe the secondary uses for which the PII will be used (e.g. testing, training or research) | N/A | Accept  Reject |
| 20 Describe the function of the SSN. N/A - SSN information is not collected. | | Accept  Reject |
| 20a Cite the **legal authority** to use the SSN. N/A - SSN information is not collected. | | |
| 21 Identify **legal authorities** governing information use SORN 09-25-0168 and disclosure specific to the system and program. | | Accept  Reject |
| Are records on the system retrieved by one or more Yes  22 PII data elements? No | | Accept  Reject |
| Published: SORN 09-25-0168  Identify the number and title of the Privacy Act  System of Records Notice (SORN) that is being used Published: 22a to cover the system or identify if a SORN is being  developed.  Published:  In Progress | | |
| Directly from an individual about whom the information pertains  In-Person Hard Copy: Mail/Fax  Email Online  Other Government Sources  Within the OPDIV Other HHS OPDIV  23 Identify the sources of PII in the system. State/Local/Tribal  Foreign Other Federal Entities  Other Non-Government Sources  Members of the Public  Commercial Data Broker  Public Media/Internet  Private Sector  Other | | Accept  Reject |



|  |  |
| --- | --- |
| Users | Reviewing Candidates |
| Administrators | Reviewing Candidates |
| Developers | Migration/Maintenance of Data |
| Contractors | Migration/Maintenance of Data |
| Others |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 23a | Identify the OMB information collection approval number and expiration date. | 0925-0046  07/31/2019 |  |
| 24 | Is the PII shared with other organizations? | Yes  No | Accept  Reject |
| 25 | Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason. | The Burden and Privacy Act statement is included on all public- facing pages of the system. | Accept  Reject |
| 26 | Is the submission of PII by individuals voluntary or mandatory? | Voluntary  Mandatory | Accept  Reject |
| 27 | Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason. | PII collected is candidate contact information only. Without collecting this data, we will be unable to contact candidates to provide updates on the status of their applications, contact for interviews, etc. | Accept Reject |
| 28 | Describe the process to 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 All applicants will be contacted via email if major changes  the time of original collection). Alternatively, describe occur to disclosure and/or data uses, etc.  why they cannot be notified or have their consent obtained. | | Accept Reject |
| 29 | Describe the process in place to resolve an  individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not. | Individuals may contact the application administrator via email to discuss concerns pertaining to PII. We will follow all processes and procedures as outlined in SORN 09-25-0168. | Accept Reject |
| 30 | Describe the process in place for periodic reviews of  PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. If no processes are in place, explain why not. | PII is only reviewed during the application review step, where applicants are given a score based on their resume/CV and references. | Accept Reject |
| 31 | Identify who will have access to the PII in the system and the reason why they require access. | | Accept Reject |
| 32 | Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII. | Administrators and users may access PII. If an issue occurs in production, developers/contractors may need to gain access to the system containing PII to troubleshoot the issue. | Accept Reject |
| 33 | Describe the methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job. | Users are only allowed to access applicant PII for specific positions if they have been given access by the administrator. Developers/Contractors may be given temporary access by the administrator to troubleshoot any issues that occur in production. | Accept Reject |



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| --- | --- |
| Identify training and awareness provided to  personnel (system owners, managers, operators, N/A – there are no plans to provide additional training to  contractors and/or program managers) using the personnel. Access to the system is very limited and  34 system to make them aware of their responsibilities responsibilities for the protection of information being  for protecting the information being collected and collected and maintained is covered in annual security and  maintained. privacy awareness training. | Accept  Reject |
| Describe training system users receive (above and  35 beyond general security and privacy awareness N/A training). | Accept  Reject |
| Do contracts include Federal Acquisition Regulation  Yes  36 and other appropriate clauses ensuring adherence to  privacy provisions and practices? No | Accept  Reject |
| Describe the process and guidelines in place with  37 regard to the retention and destruction of PII. Cite Application records/PII information will be removed within six  specific records retention schedules. months of filling the vacancy. | Accept  Reject |
| Describe, briefly but with specificity, how the PII will  38 be secured in the system using administrative, Users may only access applicant data if they have permission  technical, and physical controls. to do so. Administrators control user access. | Accept  Reject |
| 39 Identify the publicly-available URL: https://service.cancer.gov/ccr-careers | Accept  Reject |
| Yes  40 Does the website have a posted privacy notice?  No | Accept  Reject |
| Does the website use web measurement and  Yes  41 customization technology? No | Accept  Reject |
| Does the website have any information or pages  Yes  42 directed at children under the age of thirteen? No | Accept Reject |
| Does the website contain links to non- federal Yes  43 government websites external to HHS? No | Accept  Reject |
| Is a disclaimer notice provided to users that follow Yes 43a external links to websites not owned or operated by  HHS?  No | |
| **REVIEWER QUESTIONS:** The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy. | |
| Reviewer Questions Answer | |
| Yes  1 Are the questions on the PIA answered correctly, accurately, and completely?  No | Accept  Reject |
| *Reviewer*  *Notes* | |
| Does the PIA appropriately communicate the purpose of PII in the system and is the purpose  Yes  2 justified by appropriate legal authorities? No | Accept  Reject |
| *Reviewer*  *Notes* | |
| Do system owners demonstrate appropriate understanding of the impact of the PII in the  Yes  3 system and provide sufficient oversight to employees and contractors? No | Accept  Reject |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Reviewer Questions | | Answer |  |
| *Reviewer*  *Notes* | | | | |
| 4 | Does the PIA appropriately describe the PII quality and integrity of the data? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 5 | Is this a candidate for PII minimization? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 6 | Does the PIA accurately identify data retention procedures and records retention schedules? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 7 | Are the individuals whose PII is in the system provided appropriate participation? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 8 | Does the PIA raise any concerns about the security of the PII? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 9 | Is applicability of the Privacy Act captured correctly and is a SORN published or does it need to be? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 10 | Is the PII appropriately limited for use internally and with third parties? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 11 | Does the PIA demonstrate compliance with all Web privacy requirements? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 12 | Were any changes made to the system because of the completion of this PIA? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| General Comments | |  | | |

OPDIV Senior Official for Privacy Signature

HHS Senior Agency Official for Privacy

# Third-Party Website Assessment PIA Form

v 1.47.4

Status Form Number Read Only Form Date Read Only

Question Answer

1. OPDIV: Read Only - OPDIV
2. TPWA Unique Identifier (UID): Read Only - TPWA UID
3. TPWA Name: Read Only - TPWA Name
4. Is this a new TPWA?

Yes No

4a Please provide the reason for revision

Will the use of a third-party Website or application

1. create a new or modify an existing HHS/OPDIV System of Records Notice (SORN) under the Privacy

Act?

5a Indicate the SORN number (or identify plans to put one in place.)

Will the use of a third-party Website or application

1. create an information collection subject to OMB clearance under the Paperwork Reduction Act (PRA)?

Indicate the OMB approval number and approval 6a number expiration date (or describe the plans to

obtain OMB clearance.)

1. Does the third-party Website or application contain Federal Records?

SORN Number:

If not published:

OMB Approval Number Expiration Date Explanation

Yes No

Yes No

Yes No

Accept Reject

Accept Reject

Accept Reject

POC Title

1. Point of Contact (POC):

POC Name

POC Organization POC Email

Accept Reject

POC Phone

1. Describe the specific purpose for the OPDIV use of the third-party Website or application:



Accept Reject

|  |  |  |
| --- | --- | --- |
| Have the third-party privacy policies been reviewed  10 to evaluate any risks and to determine whether the Website or application is appropriate for OPDIV use? | Yes  No | Accept  Reject |
| Describe alternative means by which the public can  11 obtain comparable information or services if they choose not to use the third-party Website or  application: |  | Accept  Reject |
| Does the third-party Website or application have  12 appropriate branding to distinguish the OPDIV activities from those of nongovernmental actors? | Yes  No | Accept  Reject |
| 13 How does the public navigate to the third party Website or application from the OPIDIV? |  | Accept  Reject |
| 13a Please describe how the public navigate to the third- party website or application: | | |
| If the public navigate to the third-party website or  13b application via an external hyperlink, is there an alert to notify the public that they are being directed to a  nongovernmental Website? | Yes No |  |
| Has the OPDIV Privacy Policy been updated to  14 describe the use of a third-party Website or application? | Yes No | Accept  Reject |
| 14a Provide a hyperlink to the OPDIV Privacy Policy: | | |
| 15 Is an OPDIV Privacy Notice posted on the third-party Website or application? | Yes No | Accept  Reject |
| Confirm that the Privacy Notice contains all of the  following elements: (i) An explanation that the Website or application is not government-owned or government-operated; (ii) An indication of whether and how the OPDIV will maintain, use, or share PII  15a that becomes available; (iii) An explanation that by using the third-party Website or application to communicate with the OPDIV, individuals may be providing nongovernmental third-parties with access to PII; (iv) A link to the official OPDIV Website; and (v) A link to the OPDIV Privacy Policy | Yes No |  |
| Is the OPDIV's Privacy Notice prominently displayed  15b at all locations on the third-party Website or application where the public might make PII  available? | Yes No |  |
| 16 Is PII collected by the OPDIV from the third-party Website or application? | Yes  No | Accept  Reject |
| 17 Will the third-party Website or application make PII available to the OPDIV? | Yes  No | Accept  Reject |
| Describe the PII that will be collected by the OPDIV  from the third-party Website or application and/or  18 the PII which the public could make available to the OPDIV through the use of the third-party Website or  application and the intended or expected use of the PII: |  | Accept  Reject |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Describe the type of PII from the third-party Website  19 or application that will be shared, with whom the PII will be shared, and the purpose of the information  sharing: | |  |  | Accept  Reject |
| 19a If PII is shared, how are the risks of sharing PII mitigated? | | | | |
| 20 Will the PII from the third-party Website or application be maintained by the OPDIV? | | Yes  No |  | Accept  Reject |
| 20a If PII will be maintained, indicate how long the PII will be maintained: | | | | |
| 21 Describe how PII that is used or maintained will be secured: | |  |  | Accept  Reject |
| 22 What other privacy risks exist and how will they be mitigated? | |  |  | Accept  Reject |
| **REVIEWER QUESTIONS:** The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy. | | | | |
| Reviewer Questions | |  | Answer |  |
| 1 | Are the responses accurate and complete? |  | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 2 | Is the TPWA compliant with all M-10-23 requirements, including appropriate branding and alerts? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 3 | Has the OPDIV posted an updated privacy notice on the TPWA and does it contain the five required elements? | | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 4 | Does the PIA clearly identify PII made available and/or collected by the TPWA? |  | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |
| 5 | Is the handling of PII appropriate? |  | Yes  No | Accept  Reject |
| *Reviewer*  *Notes* | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REVIEWER QUESTIONS:** The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy. | | | |
| *General Comments* |  | |  |
| OPDIV Senior Official for Privacy Signature | | HHS Senior Agency Official for Privacy | |