

# Privacy Impact Assessment Form

v 1.47.4

Status

Form Number

Form Date

Question

Answer

1 OPDIV:

2 PIA Unique Identifier:

2a Name:

3 The subject of this PIA is which of the following?

- General Support System (GSS)
- Major Application
- Minor Application (stand-alone)
- Minor Application (child)
- Electronic Information Collection
- Unknown

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

3b Is this a FISMA-Reportable system?

- Yes
- No

4 Does the system include a Website or online application available to and for the use of the general public?

- Yes
- No

- Accept
- Reject

5 Identify the operator.

- Contractor
- Agency

POC Title

POC Name

6 Point of Contact (POC):

POC Organization

POC Email

POC Phone

7 Is this a new or existing system?

- New
- Existing
- Yes

- Accept
- Reject

8 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.	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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12 Describe the type of information the system will collect, maintain (store), or share. (Subsequent questions will identify if this information is PII and ask the names about the specific data elements.)	The application form requires that the candidate provide: email address, home phone, business phone, degree information, home address, business address, and the and contact information for three references. Additionally,	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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13 Provide an overview of the system and describe the address, information it will collect, maintain (store), or share, either permanently or temporarily.	Applicant information, including candidate's email home phone, business phone, degree information, home address, business address, the names and contact	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
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14 Does the system collect, maintain, use or share PII?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
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15 Indicate the type of PII that the system will collect or maintain.	<input type="checkbox"/> Social Security Number <input type="checkbox"/> Date of Birth <input type="checkbox"/> Name <input type="checkbox"/> Photographic <input type="checkbox"/> Identifiers <input type="checkbox"/> Driver's License Number <input type="checkbox"/> Biometric Identifiers <input type="checkbox"/> Mother's Maiden Name <input type="checkbox"/> Vehicle Identifiers <input type="checkbox"/> E-Mail Address <input checked="" type="radio"/> Mailing Address <input type="checkbox"/> Phone Numbers <input type="radio"/> Medical Records Number <input type="checkbox"/> Medical Notes <input type="radio"/> Financial Account Info <input type="checkbox"/> Certificates <input type="radio"/> Legal Documents <input type="checkbox"/> Education Records <input type="radio"/> Device Identifiers <input type="checkbox"/> Military Status <input type="radio"/> Employment Status <input type="checkbox"/> Foreign Activities <input type="checkbox"/> Passport <input type="checkbox"/> Number <input type="checkbox"/> Taxpayer ID Other... Names and contact information of references. Other... Resumes/CVs/supporting documents from applicants Other... Letters of Recommendation from references Other... Other...	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
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Employees

Public Citizens

Business Partners/Contacts (Federal, state, local agencies)

Vendors/Suppliers/Contractors

Patients

Other

Accept

Reject

16 Indicate the categories of individuals about whom PII is collected, maintained or shared.

17 How many individuals' PII is in the system?   Accept  Reject

18 For what primary purpose is the PII used?   Accept  Reject

19 Describe the secondary uses for which the PII will be used (e.g. testing, training or research)   Accept  Reject

20 Describe the function of the SSN.   Accept  Reject

20a Cite the legal authority to use the SSN.   Accept  Reject

21 Identify legal authorities governing information use and disclosure specific to the system and program.   Accept  Reject

22 Are records on the system retrieved by one or more PII data elements?  Yes  No  Accept  Reject

22a Identify the number and title of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or identify if a SORN is being developed.

Published:

Published:

Published:

In Progress

23 Identify the sources of PII in the system.

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  Accept  Reject

State/Local/Tribal Foreign

Other Federal Entities

Other Non-Government Sources

Public  Members of the Commercial

Data Broker  Public Media/Internet

Private Sector

Other

23a	Identify the OMB information collection approval number and expiration date.	0925-0046 07/31/2019													
24	Is the PII shared with other organizations?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> 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.	<input checked="" type="radio"/> Accept <input type="radio"/> Reject												
26	Is the submission of PII by individuals voluntary or mandatory?	<input type="radio"/> Voluntary <input checked="" type="radio"/> Mandatory	<input checked="" type="radio"/> Accept <input type="radio"/> 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.	<input checked="" type="radio"/> Accept <input type="radio"/> 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 the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	All applicants will be contacted via email if major changes occur to disclosure and/or data uses, etc.	<input checked="" type="radio"/> Accept <input type="radio"/> 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.	<input checked="" type="radio"/> Accept <input type="radio"/> 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.	<input checked="" type="radio"/> Accept <input type="radio"/> Reject												
31	Identify who will have access to the PII in the system and the reason why they require access.	<table border="1"> <tr> <td>Users</td> <td>Reviewing Candidates</td> </tr> <tr> <td><input checked="" type="checkbox"/> Administrators</td> <td>Reviewing Candidates</td> </tr> <tr> <td><input checked="" type="checkbox"/> Developers</td> <td>Migration/Maintenance of Data</td> </tr> <tr> <td>Contractors</td> <td>Migration/Maintenance of Data</td> </tr> <tr> <td><input checked="" type="checkbox"/> Others</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> </tr> </table>	Users	Reviewing Candidates	<input checked="" type="checkbox"/> Administrators	Reviewing Candidates	<input checked="" type="checkbox"/> Developers	Migration/Maintenance of Data	Contractors	Migration/Maintenance of Data	<input checked="" type="checkbox"/> Others		<input type="checkbox"/>		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Users	Reviewing Candidates														
<input checked="" type="checkbox"/> Administrators	Reviewing Candidates														
<input checked="" type="checkbox"/> Developers	Migration/Maintenance of Data														
Contractors	Migration/Maintenance of Data														
<input checked="" type="checkbox"/> Others															
<input type="checkbox"/>															
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.	<input type="radio"/> Accept <input checked="" type="radio"/> 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.	<input checked="" type="radio"/> Accept <input type="radio"/> Reject												

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

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

# 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): UID	Read Only - TPWA		
3	TPWA Name: Name	Read Only - TPWA	Yes No	
4	Is this a new TPWA?			
4a	Please provide the reason for revision			
	Will the use of a third-party Website or application create a new or modify an existing HHS/OPDIV System of Records Notice (SORN) under the Privacy Act?		Yes No	Accept Reject
5a	Indicate the SORN number (or identify plans to put one in place.)	SORN Number: If not published:		
	Will the use of a third-party Website or application create an information collection subject to OMB clearance under the Paperwork Reduction Act (PRA)?		Yes No	Accept Reject
6	Indicate the OMB approval number and approval 6a number expiration date (or describe the plans to obtain OMB clearance.)	OMB Approval Number Expiration Date Explanation	Yes No	Accept Reject
7	Does the third-party Website or application contain Federal Records?			
		POC Title POC Name POC Organization POC Email POC Phone		Accept Reject
8	Point of Contact (POC):			

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

Accept  
Reject


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<input type="radio"/>
<input type="radio"/>

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<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>

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<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>

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<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>

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<input checked="" type="radio"/>
<input type="radio"/>

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<input checked="" type="radio"/>
<input type="radio"/>

10 Have the third-party privacy policies been reviewed to evaluate any risks and to determine whether the Website or application is appropriate for OPDIV use?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
11 Describe alternative means by which the public can obtain comparable information or services if they choose not to use the third-party Website or application:	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
12 Does the third-party Website or application have appropriate branding to distinguish the OPDIV activities from those of nongovernmental actors?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
13 How does the public navigate to the third party Website or application from the OPIDIV?	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
13a Please describe how the public navigate to the third- party website or application:	<input type="text"/>	
13b If the public navigate to the third-party website or application via an external hyperlink, is there an alert to notify the public that they are being directed to a nongovernmental Website?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
14 Has the OPDIV Privacy Policy been updated to describe the use of a third-party Website or application?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
14a Provide a hyperlink to the OPDIV Privacy Policy:	<input type="text"/>	
15 Is an OPDIV Privacy Notice posted on the third-party Website or application?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
15a 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 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	<input type="radio"/> Yes <input type="radio"/> No	
15b Is the OPDIV's Privacy Notice prominently displayed at all locations on the third-party Website or application where the public might make PII available?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
16 Is PII collected by the OPDIV from the third-party Website or application?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
17 Will the third-party Website or application make PII available to the OPDIV?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Accept <input checked="" type="radio"/> Reject
18 Describe the PII that will be collected by the OPDIV from the third-party Website or application and/or 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:	<input type="text"/>	<input type="radio"/> Accept <input type="radio"/> Reject

19	Describe the type of PII from the third-party Website or application that will be shared, with whom the PII will be shared, and the purpose of the information sharing:	<input style="width: 95%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
19a	If PII is shared, how are the risks of sharing PII mitigated?	<input style="width: 95%;" type="text"/>	
20	Will the PII from the third-party Website or application be maintained by the OPDIV?	Yes No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
20a	If PII will be maintained, indicate how long the PII will be maintained:	<input style="width: 95%;" type="text"/>	
21	Describe how PII that is used or maintained will be secured:	<input style="width: 95%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
22	What other privacy risks exist and how will they be mitigated?	<input style="width: 95%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input style="width: 95%;" type="text"/>		
2	Is the TPWA compliant with all M-10-23 requirements, including appropriate branding and alerts?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input style="width: 95%;" type="text"/>		
3	Has the OPDIV posted an updated privacy notice on the TPWA and does it contain the five required elements?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input style="width: 95%;" type="text"/>		
4	Does the PIA clearly identify PII made available and/or collected by the TPWA?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input style="width: 95%;" type="text"/>		
5	Is the handling of PII appropriate?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input style="width: 95%;" type="text"/>		

**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*

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OPDIV Senior Official  
for Privacy Signature

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HHS Senior  
Agency Official  
for Privacy

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