Privacy Impact Assessment Form

Question	Answer	
1 OPDIV:	NIH	
2 PIA Unique Identifier:	P-5704358-458090	
2a Name:	Future Fellows	
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.	Operations and Maintenance	
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	
5 Identify the operator.	◉ Agency ○ Contractor	
6 Point of Contact (POC):	POC Title: Program Coordinator POC Name: Angela Jones POC Organization: National Cancer Institute (NCI) POC Email: jonesangel@mail.nih.gov POC Phone: 240-276-5631	
7 Is this a new or existing system?	◉ New ○ Existing	
8 Does the system have Security Authorization (SA)?	◉ Yes ○ No	
8a Date of Security Authorization	Mar 31, 2018	
11 Describe the purpose of the system.	Future Fellows/Find Fellows is a web application that enables postdoctoral candidates to submit resumes and curriculum	

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 about the specific data elements.)	The type of information collected is as follows: name, phone number, mailing address, e-mail address, citizenship, education, employment histories, resumes, and CVs.
13	Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.	The Future Fellows/Find Fellows application enables postdoctoral candidates to submit resumes and curriculum vitae (CV) for referral within the National Cancer Institute. ⦿
14	Does the system collect, maintain, use or share **PII**?	Yes ⦿ ◯ No

15 Indicate the type of PII that the system will collect or maintain.

- ☒ Social Security Number Name
- ☐ Driver's License Number
- ☒ Mother's Maiden Name
- ☒ E-Mail Address Phone Numbers
- ☒ Medical Notes
- ☒ Certificates Education Records
- ☐ Military Status
- ☐ Foreign Activities
- ☐ Taxpayer ID
- Citzenship
- Resumes
- CVs

- ☐ Date of Birth
- ☐ Photographic Identifiers
- ☐ Biometric Identifiers
- ☒ Vehicle Identifiers Mailing Address
- ☐ Medical Records Number ☐ Financial Account Info ☐ Legal
- ☒ Documents
- ☐ Device Identifiers
- Employment Status
- ☐ Passport Number

☒

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

17	How many individuals' PII is in the system?	<100
18	For what primary purpose is the PII used?	The Personally Identifiable Information (PII) is used for recruitment purposes. The information collected allows NCI staff to identify candidates for training fellowships; and for contacting candidates.
19	Describe the secondary uses for which the PII will be used (e.g. testing, training or research)	N/A
20	Describe the function of the SSN.	N/A

20a	Cite the **legal authority** to use the SSN.	N/A
21	Identify **legal authorities** governing information use and disclosure specific to the system and program.	Public Health Service Act, Section 411 (42 USC 285a)

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

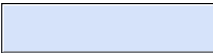| 22a	Identify the number and title of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or identify if a SORN is being developed.	Published: Intramural	09-25-0158 Administration: Records of Applicants and Awardees of the NIH Research Training Awards Program, HHS/NIH/
		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
   State/Local/Tribal
☐   Foreign ☐
Other Federal Entities
☐
☒ Other Non-Government Sources
   Members of the
Public ☐   Commercial
Data Broker ☐   Public Media/Internet
☐   Private Sector
☐   Other

the 23a and Budget	Identify the OMB information collection approval number and expiration date.	A new Paperwork Reduction Act (PRA) submission is in approval process. Once the Office of Management approves and assigns an OMB control number, the Privacy Impact Assessment (PIA) will be updated.

24 Is the PII shared with other organizations?	● Yes
	No

25	Describe the process in place to notify individuals that their personal information will be collected. If contact no prior notice is given, explain the reason.	The information that is being collected is done voluntarily. A notice is posted on the website that the collection of information and resumes is voluntary.

26	Is the submission of PII by individuals voluntary or mandatory?	⦿ Voluntary ◯ Mandatory	
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.	It is optional for applicants to submit their resume/CV to the system. However, if they choose not to submit their resume it will exclude them from being searchable by NCI Staff for future position openings. Therefore, they must provide the specific information.	
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.	If changes occur a notice will be posted on the website for prospective trainees to become aware prior to uploading their resumes, curriculum vitae (CV) and submission of application information.	
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.	This message is posted on the site: "NCI maintains a resume databank of interested candidates to be considered for postdoctoral fellowship, intern and professional positions in science. Candidates are welcomed and encouraged to post their contact information and resume here." Individuals post their information voluntarily.	
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.	There are no periodic reviews of PII as PII is only held for up to 12 months during the vetting process. However, applicant information is verified when an applicant is selected.	

31	Identify who will have access to the PII in the system and the reason why they require access.	☒ Users	Authorized NCI staff are granted access to candidates' records for recruitment purposes.
		☒ Administrators	To review resumes for eligibility .
		☒ Developers	To maintain system and assist with any issues; also, to grant access to authorized NCI staff.
		☐ Contractors	
		☐ Others	

32	Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	All requests for access to the Future Fellows system will be assigned an appropriate profile (role) and approved by the System Owner before being implemented by the technical
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.	Role based access controls are used to limit users' access to PII based on their defined job function and system role.
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.	The NIH Security Awareness Training course is used to satisfy this requirement. According to NIH policy, all personnel who use NIH applications must attend security awareness training every year. There are four categories of mandatory IT training (Information Security, Counterintelligence, Privacy Awareness, and Records Management). Training is completed on the http://irtsectraining.nih.gov site with valid NIH credentials.

35	Describe training system users receive (above and beyond general security and privacy awareness training).	None.
36	Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?	○ Yes ◉ No
37	year Describe the process and guidelines in place with retention regard to the retention and destruction of PII. Cite specific records retention schedules.	Records are maintained within Future Fellows for one after the date of submission with NARA record schedule: 2.1.060, Human Resources; Job application packages; DAA-GRS-2014-0002-0011
38	Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls. detection	Administrative Controls: Access to administrative features of the system will be controlled by Information System Security Officer (ISSO) and access permissions will be reviewed periodically to ensure that users are aged out of the system. Physical Controls: The system is operated inside the NCI Managed Data Center, within a dedicated federally leased building with armed guards, badge access, video surveillance Technical Controls: The application is operated within the NCI's General Support System (GSS), which provides numerous technical security controls on behalf of its customers including firewalls, Intrusion Detection/Prevention, vulnerability scanners, centralized patching, host-based malware and prevention, and log aggregation and analyses. Administrative access to the system is controlled by IMS, and external visitors are controlled by NIH-compliant username/ passwords, both of which authenticate the user prior to granting access. Access level and permissions are controlled by the system and based on user, role, organizational unit, and status of the report. All servers have been configured to remove all unused applications and system files and all local account access except when necessary to manage the system and maintain integrity of data. ◉
39	Identify the publicly-available URL:	https://futurefellows.cancer.gov/
40	Does the website have a posted privacy notice?	◉ Yes ○ ○ No
40a	Is the privacy policy available in a machine-readable format?	Yes ◉ No
41	Does the website use web measurement and customization technology?	○ Yes ◉ No
42	Does the website have any information or pages directed at children under the age of thirteen?	○ Yes ◉ No
43	Does the website contain links to non- federal government websites external to HHS?	○ Yes No

General Comments	This component is under the Frederick General Support System (GSS), whose Universal Unique Identifier (UUID) is: 697BA9A3-E8E3-46AB-BB03-13517D104D6A.
OPDIV Senior Official for Privacy Signature	Celeste E. Dade-vinson -S Digitally signed by Celeste E. Dade-vinson -S Date: 2018.11.30 15:04:45 -05'00'	HHS Senior Agency Official for Privacy	Bridget M. Guenther -S Digitally signed by Bridget M. Guenther -S DN: c=US, o=U.S. Government, ou=HHS, ou=OS, ou=People, 0.9.2342.19200300.100.1.1=2001734030, cn=Bridget M. Guenther -S Date: 2018.12.03 15:03:43 -05'00'