



**DATE:** October 4, 2018

**TO:** Angela Jones  
Center for Cancer Training (CCT)  
National Cancer Institute (NCI)

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: NCI Future Fellows Resume Databank

I have reviewed the NCI submission to the Office of Management and Budget under the Paperwork Reduction Act which proposes to collect and maintain personally identifiable information of candidates considered for postdoctoral fellowships and internships in science. Specifically, candidates are encouraged to submit a resume via a web-based database for review by NCI Scientists and consideration for current fellowship and internship opportunities offered at NCI.

The website collects contact information, job category, citizenship, undergraduate degree, grade point average (GPA), and completed education levels. The information is collected to verify eligibility for specific programs. Some fellowships only accept fellows with a certain citizenship and GPA. The website also requests information about research interests, title of positions held, length of time employed, availability date, reason for seeking a fellowship, and how they heard about the NCI fellowship.

All information will be kept private to the extent allowable by law. Additionally, principal investigators of the NCI will have access to the applications. These individuals are assigned login credentials, including "strong" passwords that conform to standards used by the NIH Center for Information Technology, and the online tools these individuals use to access candidate's data are restricted to NCI approved users. The candidate's contact information and resume are kept on file for six months from the date the resume is posted then the information is deleted.

I have determined that the Privacy Act will apply to this information collection request and is covered by NIH Privacy Act System of Records 09-25-0158, "Administration: Records of Applicants and Awardees of the NIH Intramural Research Training Awards Program, HHS/NIH/OD/OIR/OE." If you have any questions, please contact my office at (301) 402-6201.

*Celeste Dade-Vinson*

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NIH Privacy Act Officer

Attachment

cc: Vivian Horovitch-Kelley, NCI