

**06.1 HHS Privacy Impact Assessment (Form) / NIH NIEHS Hazardous Worker Training Data Management System (Item)**

Form Report, printed by: Minneman, Kim, Jul 9, 2012

**PIA SUMMARY**

**1**

The following required questions with an asterisk (\*) represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget (OMB) and public posting in accordance with OMB Memorandum (M) 03-22.

Note: If a question or its response is not applicable, please answer "N/A" to that question where possible. If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of personally identifiable information (PII). If no PII is contained in the system, please answer questions in the PIA Summary Tab and then promote the PIA to the Senior Official for Privacy who will authorize the PIA. If this system contains PII, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

**2 Summary of PIA Required Questions**

\*Is this a new PIA?  
No

If this is an existing PIA, please provide a reason for revision:  
PIA Validation

\*1. Date of this Submission:  
Aug 2, 2011

\*2. OPDIV Name:  
NIH

\*4. Privacy Act System of Records Notice (SORN) Number (If response to Q.21 is Yes, a SORN number is required for Q.4):  
N/A

\*5. OMB Information Collection Approval Number:  
0925-0348

\*6. Other Identifying Number(s):  
none

\*7. System Name (Align with system item name):  
NIH NIEHS Hazardous Worker Training Data Management System

\*9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:

<b>Point of Contact Information</b>	
<b>POC Name</b>	Joseph "Chip" Hughes, Jr.

\*10. Provide an overview of the system:  
System provides functionality not available via central systems to support the mission of the hazardous worker education and training program.

\*13. Indicate if the system is new or an existing one being modified:  
Existing

\*17. Does/Will the system collect, maintain (store), disseminate and/or pass through PII within any database(s), record(s), file(s) or website(s) hosted by this system?  
No

TIP: If the answer to Question 17 is "No" (indicating the system does not contain PII), only the remaining PIA Summary tab questions need to be completed and submitted. If the system does contain PII, the full PIA must be completed and submitted. (Although note that "Employee systems," - i.e., systems that collect PII "permitting the physical or online contacting of a specific individual ... employed [by] the Federal Government - only need to complete the PIA Summary tab.)

17a. Is this a GSS PIA included for C&A purposes only, with no ownership of underlying application data? If the response to Q.17a is Yes, the response to Q.17 should be No and only the PIA Summary must be completed.

*19. Are records on the system retrieved by 1 or more PII data elements?
No
*21. Is the system subject to the Privacy Act? (If the response to Q.19 is Yes, the response to Q.21 must be Yes and a SORN number is required for Q.4)
No
*23. If the system shares or discloses PII, please specify with whom and for what purpose(s):
N/A, there is no IIF information in the system.
*30. Please describe in detail: (1) The information the agency will collect, maintain, or disseminate (clearly state if the information contained in the system ONLY represents federal contact data); (2) Why and for what purpose the agency will use the information; (3) Explicitly indicate whether the information contains PII; and (4) Whether submission of personal information is voluntary or mandatory:
The information collected includes programmatic data from NIEHS Worker Education and Training grantees such as progress reports and training data. The data management system provides a convenient way for authorized users to input and access their training data including - course curricula, progress report materials, projected and actual training data, student demographic data, and annual reports; while providing quality control for each submission.
*31. Please describe in detail any processes in place to: (1) 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 the original collection); (2) Notify and obtain consent from individuals regarding what PII is being collected from them; and (3) How the information will be used or shared. (Note: Please describe in what format individuals will be given notice of consent [e.g., written notice, electronic notice, etc.]):
There is no IIF information located in the system.
*32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII)
Yes
*37. Does the website have any information or pages directed at children under the age of thirteen?
No
*50. Are there policies or guidelines in place with regard to the retention and destruction of PII? (Refer to the C&A package and/or the Records Retention and Destruction section in SORN)
Not Applicable
*54. Briefly describe in detail how the PII will be secured on the system using administrative, technical, and physical controls:
There is no IIF information in the system. (Information is stored on a secure Oracle 9i database that is password protected and is behind the NIH and NIEHS firewalls.)

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**WEBSITE HOSTING PRACTICES**

**1 Website Hosting Practices**

\*32. Does the system host a website? (Note: If the system hosts a website, the Website Hosting Practices section is required to be completed regardless of the presence of PII)

Yes

Please indicate "Yes" or "No" for each type of site below. If the system hosts both Internet and Intranet sites, indicate "Yes" for "Both" only.	Yes/ No	If the system hosts an Internet site, please enter the site URL. Do not enter any URL(s) for Intranet sites.
Internet	Yes	<a href="https://connect.niehs.nih.gov/wetcis/login/login.cfm">https://connect.niehs.nih.gov/wetcis/login/login.cfm</a>
Intranet	No	
Both	No	

33. Does the system host a website that is accessible by the public and does not meet the exceptions listed in OMB M-03-22?

Note: OMB M-03-22 Attachment A, Section III, Subsection C requires agencies to post a privacy policy for websites that are accessible to the public, but provides three exceptions: (1) Websites containing information other than "government information" as defined in OMB Circular A-130; (2) Agency intranet websites that are accessible only by authorized government users (employees, contractors, consultants, fellows, grantees); and (3) National security systems defined at 40 U.S.C. 11103 as exempt from the definition of information technology (see section 202(f) of the E-Government Act).

Yes

34. If the website does not meet one or more of the exceptions described in Q. 33 (i.e., response to Q. 33 is "Yes"), a website privacy policy statement (consistent with OMB M-03-22 and Title II and III of the E-Government Act) is required. Has a website privacy policy been posted?

Yes

35. If a website privacy policy is required (i.e., response to Q. 34 is "Yes"), is the privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?

Yes

35a. If no, please indicate when the website will be P3P compliant:

36. Does the website employ tracking technologies?

No

Please indicate "Yes", "No", or "N/A" for each type of cookie below:	Yes/No/N/A
Web Bugs	
Web Beacons	
Session Cookies	
Persistent Cookies	
Other	

\*37. Does the website have any information or pages directed at children under the age of thirteen?

No

37a. If yes, is there a unique privacy policy for the site, and does the unique privacy policy address the process for obtaining parental consent if any information is collected?

38. Does the website collect PII from individuals?

No

Please indicate "Yes" or "No" for each category below:	Yes/No
Name (for purposes other than contacting federal employees)	No
Date of Birth	No
SSN	No
Photographic Identifiers	No
Driver's License	No
Biometric Identifiers	No
Mother's Maiden Name	No
Vehicle Identifiers	No
Personal Mailing Address	No
Personal Phone Numbers	No
Medical Records Numbers	No
Medical Notes	No
Financial Account Information	No
Certificates	No
Legal Documents	No
Device Identifiers	No
Web URLs	No
Personal Email Address	No
Education Records	No
Military Status	No
Employment Status	No
Foreign Activities	No
Other	

39. Are rules of conduct in place for access to PII on the website?

Not Applicable

40. Does the website contain links to sites external to HHS that owns and/or operates the system?

No

40a. If yes, note whether the system provides a disclaimer notice for users that follow external links to websites not owned or operated by HHS.

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<b>APPROVAL/DEMOTION</b>
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<b>1</b>	<b>System Information</b>
<b>System Name:</b>	NIH NIEHS Hazardous Worker Training Data Management System

<b>2</b>	<b>PIA Reviewer Approval/Promotion or Demotion</b>
<b>Promotion/Demotion:</b>	Promote
<b>Comments:</b>	
<b>Approval/Demotion Point of Contact:</b>	Kim Minneman
<b>Date:</b>	Aug 2, 2011

<b>3</b>	<b>Senior Official for Privacy Approval/Promotion or Demotion</b>
<b>Promotion/Demotion:</b>	Promote
<b>Comments:</b>	

<b>4</b>	<b>OPDIV Senior Official for Privacy or Designee Approval</b>
Please print the PIA and obtain the endorsement of the reviewing official below. Once the signature has been collected, retain a hard copy for the OPDIV's records. Submitting the PIA will indicate the reviewing official has endorsed it	
This PIA has been reviewed and endorsed by the OPDIV Senior Official for Privacy or Designee (Name and Date):	
Name: _____ Date: _____	
<b>Name:</b>	Karen Plá
<b>Date:</b>	Sep 26, 2011

<b>5</b>	<b>Department Approval to Publish to the Web</b>
<b>Approved for web publishing</b>	
<b>Date Published:</b>	
<b>Publicly posted PIA URL or no PIA URL explanation:</b>	