



**DATE:** May 20, 2019

**TO:** Erika Ginsburg  
Center for Cancer Training  
National Cancer Institute (NCI)

**FROM:** NIH Privacy Act Officer

**SUBJECT:** Applicability of the Privacy Act: Center for Cancer Training (CCT) Application Form for electronic Individual Development Plan (eIDP) National Cancer Institute (NCI)

I have reviewed the NCI submission to OMB referenced above. The electronic Individual Development Plan (eIDP) is an online, detailed questionnaire focused on responses to career and professional goals and expectations while the trainee works at the NCI. The eIDP ensures the NCI trainees are receiving proper career and professional guidance, making appropriate progress, and determining activities to achieve their goals. The eIDP is also used to track trainees' career and professional goals and to ensure trainees receive the tools needed to achieve those goals. It is expected the trainees will complete the eIDP annually and that the eIDP process could be improved by their responses.

Applicants voluntarily submit their information to the eIDP by computer. Information collected is only made available through the system to NIH account holders who are NCI or NIH scientific and program officials who supervise trainees. These authorized individuals will access eIDPs using through NIH credentials. eIDPs for current trainees will be kept in the system for 5 years after the cutoff of course material after it is superseded or becomes obsolete. Longer retention is authorized if required for business use. The trainees' information is stored on information systems that are protected at all entry points by firewalls and intrusion detection devices.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) such as the respondent's first and last name, email, research mentor and lab/branch/office chief names, and other identifiers stored in a system designed to be retrieved by a personal identifier.

The data collection is covered by NIH Privacy Act Systems of Record 09-25-0014, "Clinical Research; Student Records, HHS/PHS/NIH/OD/OIR/OE." If you have questions, please contact me at (301) 402-6201.

*Celeste Dade-Vinson*

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NIH Privacy Act Officer