

Privacy Impact Assessment Form

v 1.47.2

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

5 Identify the operator.

- Agency
 Contractor

6 Point of Contact (POC):

POC Title

POC Name

POC Organization

POC Email

POC Phone

7 Is this a new or existing system?

- New
 Existing

8 Does the system have Security Authorization (SA)?

- Yes
 No

8b Planned Date of Security Authorization

 Not Applicable

<p>11 Describe the purpose of the system.</p>	<p>The National Intimate Partner and Sexual Violence Survey (NISVS 3.0) is a surveillance system that annually collects lifetime and 12-month victimization of intimate partner violence, sexual violence and stalking of men and women in the U.S. over the age of 18. The survey also collects data on age at first time victimization, demographic characteristics of respondents, demographic characteristics of perpetrators, information about the patterns and impact of the violence experienced and specific health related issues.</p>	
<p>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.)</p>	<p>The system will collect names, contact information, interviewee's responses, and results of survey and other evaluations via telephone interviews.</p>	
<p>13 Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.</p>	<p>The National Intimate Partner and Sexual Violence Survey (NISVS 3.0) is a surveillance system that annually collects lifetime and 12-month victimization of intimate partner violence, sexual violence and stalking of men and women in the U.S. over the age of 18. The survey also collects data on age at first time victimization, demographic characteristics of respondents, demographic characteristics of perpetrators, information about the patterns and impact of the violence experienced and specific health related issues. The data collected by NISVS 3.0 is used to inform policies and programs that are aimed at preventing sexual violence, stalking and intimate partner violence. This data will eventually be used to examine national trends in sexual violence, stalking and intimate partner violence and to evaluate and track the effectiveness of prevention programs aimed at these types of violence. NISVS is developed by Centers for Disease Control and Prevention. RTI is the contractor, they conducts the interviews, houses the data, and post the data quarterly to CDC.</p>	
<p>14 Does the system collect, maintain, use or share PII? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>		

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

<input type="checkbox"/> Social Security Number	<input checked="" type="checkbox"/> Date of Birth
<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Photographic 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="checkbox"/> Mailing Address
<input checked="" type="checkbox"/> Phone Numbers	<input type="checkbox"/> Medical Records Number
<input type="checkbox"/> Medical Notes	<input type="checkbox"/> Financial Account Info
<input type="checkbox"/> Certificates	<input type="checkbox"/> Legal Documents
<input type="checkbox"/> Education Records	<input type="checkbox"/> Device Identifiers
<input type="checkbox"/> Military Status	<input type="checkbox"/> Employment Status
<input type="checkbox"/> Foreign Activities	<input type="checkbox"/> Passport Number
<input type="checkbox"/> Taxpayer ID	

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?

18 For what primary purpose is the PII used?

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

20 Describe the function of the SSN.

20a Cite the **legal authority** to use the SSN.

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

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: 09-20-0136

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

23a Identify the OMB information collection approval number and expiration date.

OMB collection approval number is 0920-0822. The expiration date is: 06/30/2016.

24 Is the PII shared with other organizations?

Yes

No

24a Identify with whom the PII is shared or disclosed and for what purpose.

- Within HHS
- Other Federal Agency/Agencies
- State or Local Agency/Agencies
- Private Sector

24b Describe any agreements in place that authorizes the information sharing or disclosure (e.g. Computer Matching Agreement, Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).

24c	Describe the procedures for accounting for disclosures											
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.	Respondents are asked for consent to do interview at the time of screening; this consent process includes being provided information about what data will be collected and how it will be used.										
26	Is the submission of PII by individuals voluntary or mandatory?	<input checked="" type="radio"/> Voluntary <input type="radio"/> 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.	Their participation is voluntary. Given the recruitment criteria and the need to ensure diversity in the sample, we need participants' PII. They will be able to opt out of the study on-line if they do not wish to provide PII.										
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.	RTI Interviewers will contact participants via phone number to notify and obtain consent.										
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.	The participants names are not included in survey data and telephone numbers are deleted nightly after interview has been completed.										
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.	Participants will be contacted regularly during the course of the project. This process will ensure the data's integrity, availability, and accuracy.										
31	Identify who will have access to the PII in the system and the reason why they require access.	<table border="1"> <tr> <td data-bbox="719 1098 954 1167"><input type="checkbox"/> Users</td> <td data-bbox="954 1098 1422 1167"></td> </tr> <tr> <td data-bbox="719 1167 954 1236"><input type="checkbox"/> Administrators</td> <td data-bbox="954 1167 1422 1236"></td> </tr> <tr> <td data-bbox="719 1236 954 1306"><input type="checkbox"/> Developers</td> <td data-bbox="954 1236 1422 1306"></td> </tr> <tr> <td data-bbox="719 1306 954 1625"><input checked="" type="checkbox"/> Contractors</td> <td data-bbox="954 1306 1422 1625">OAMAT Management staff assigned to the project. Staff that manages the system and process data. Internal telephone supervisors – manage cases and determine interviewees' eligibility to participate in the study. Collect name and address for contact and follow-up.</td> </tr> <tr> <td data-bbox="719 1625 954 1696"><input type="checkbox"/> Others</td> <td data-bbox="954 1625 1422 1696"></td> </tr> </table>	<input type="checkbox"/> Users		<input type="checkbox"/> Administrators		<input type="checkbox"/> Developers		<input checked="" type="checkbox"/> Contractors	OAMAT Management staff assigned to the project. Staff that manages the system and process data. Internal telephone supervisors – manage cases and determine interviewees' eligibility to participate in the study. Collect name and address for contact and follow-up.	<input type="checkbox"/> Others	
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32	Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Access Control Lists will be used to define user role.										
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.	Least privilege as the determinant. Only users who need to make phone calls or contact by name will access the PII.										

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.	Training on security and privacy awareness and IRB training.		
35 Describe training system users receive (above and beyond general security and privacy awareness training).	Project training on system use, System specific training on system use.		
36 Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
37 Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific records retention schedules.	After transfer of data based on contract requirements, all data will be deleted. Encrypted backups will expire after one year.		
38 Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.	The database will use Access Control Lists and other protection, including field level encryption as necessary. The data will be protected in a secure data center.		
General Comments			
OPDIV Senior Official for Privacy Signature		HHS Senior Agency Official for Privacy	