

Attachment 3 –
NIDA SRIP Privacy Act Memo



DATE: October 9, 2019

TO: Albert Avila, Ph.D.
Director, Office of Diversity and Health Disparities
National Institute on Drug Abuse

FROM: Christopher Squiers
NIDA Information Systems Security Officer & NIDA Privacy Officer

SUBJECT: Applicability of the Privacy Act: Application Forms for NIDA Summer Research Internship Program

The NIDA Summer Research Internship Program involves the use of a web-based application to recruit college undergraduate individuals from under-represented populations for research training and development in substance abuse research. This outreach and pipeline program provides students interested in biomedical and behavioral research careers with access to cutting edge substance abuse research.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) such as name, address, phone number, birth date and year, demographic, and other identifiers stored in a system designed to be retrieved by a personal identifier.

The application forms being used by the NIDA were developed in-house and will be hosted on a NIDA website. Applicants are provided a link to the application site and will enter their information after establishing login credentials that include strong passwords that conform to NIH standards. Applicants will only have access to their own applications. The collected information will be used to select the best applicants for the program. Applicant data will only be available to NIH science program officials and analysts who will review the completed applications to determine which applicants will be selected to participate in the program and to administrative, human resources, and financial officials who prepare the necessary documentation to arrange for stipend payments and to activate approved internships.

The data collection is covered by NIH Privacy Act Systems of Record 09-25-0014, "Clinical Research: Student Records, HHS/NIH/OD/OIR/OE." If you have questions, please contact me at chris.squiers@nih.gov or 301-827-6891.

Christopher R.
Squiers -S

Digitally signed by Christopher
R. Squiers -S
Date: 2019.10.09 14:53:40 -04'00'

Christopher R. Squiers

Enclosure

cc: Lanette Palmquist, NIDA PRA Liaison (w/o enclosure)