

Privacy Impact Assessment Form

v 1.47.4

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 Accept Reject

5 Identify the operator. Agency Contractor

6 Point of Contact (POC):

POC Title	<input type="text"/>	
POC Name	<input type="text"/>	
POC Organization	<input type="text"/>	<input checked="" type="radio"/> Accept
POC Email	<input type="text"/>	<input type="radio"/> Reject
POC Phone	<input type="text"/>	

7 Is this a new or existing system? New Existing

8 Does the system have Security Authorization (SA)? Yes No Accept Reject

8b Planned Date of Security Authorization
 Not Applicable

9	Indicate the following reason(s) for updating this PIA. Choose from the following options.	<input type="checkbox"/> PIA Validation (PIA Refresh/Annual Review) <input type="checkbox"/> Anonymous to Non-Anonymous <input type="checkbox"/> New Public Access <input type="checkbox"/> Internal Flow or Collection <input type="checkbox"/> Commercial Sources	<input type="checkbox"/> Significant System Management Change <input type="checkbox"/> Alteration in Character of Data <input type="checkbox"/> New Interagency Uses <input type="checkbox"/> Conversion	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
		Other...		

10	Describe in further detail any changes to the system that have occurred since the last PIA.		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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11	Describe the purpose of the system.		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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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.)		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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13	Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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14	Does the system collect, maintain, use or share PII ?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
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15	Indicate the type of PII that the system will collect or maintain.	<input type="checkbox"/> Social Security Number <input type="checkbox"/> Name <input type="checkbox"/> Driver's License Number <input type="checkbox"/> Mother's Maiden Name <input type="checkbox"/> E-Mail Address <input type="checkbox"/> Phone Numbers <input type="checkbox"/> Medical Notes <input type="checkbox"/> Certificates <input type="checkbox"/> Education Records <input type="checkbox"/> Military Status <input type="checkbox"/> Foreign Activities <input type="checkbox"/> Taxpayer ID <input type="checkbox"/> Date of Birth <input type="checkbox"/> Photographic Identifiers <input type="checkbox"/> Biometric Identifiers <input type="checkbox"/> Vehicle Identifiers <input type="checkbox"/> Mailing Address <input type="checkbox"/> Medical Records Number <input type="checkbox"/> Financial Account Info <input type="checkbox"/> Legal Documents <input type="checkbox"/> Device Identifiers <input type="checkbox"/> Employment Status <input type="checkbox"/> Passport Number	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
		Other...	
		Other...	
		Other...	
		Other...	
		Other...	

<p>16 Indicate the categories of individuals about whom PII is collected, maintained or shared.</p>	<input type="checkbox"/> Employees <input type="checkbox"/> Public Citizens <input type="checkbox"/> Business Partners/Contacts (Federal, state, local agencies) <input type="checkbox"/> Vendors/Suppliers/Contractors <input type="checkbox"/> Patients Other <input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>17 How many individuals' PII is in the system?</p>	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>18 For what primary purpose is the PII used?</p>	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>19 Describe the secondary uses for which the PII will be used (e.g. testing, training or research)</p>	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>20 Describe the function of the SSN.</p>	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>20a Cite the legal authority to use the SSN.</p>	<input type="text"/>	
<p>21 Identify legal authorities governing information use and disclosure specific to the system and program.</p>	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>22 Are records on the system retrieved by one or more PII data elements?</p>	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<p>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.</p>	<p>Published: <input type="text"/></p> <p>Published: <input type="text"/></p> <p>Published: <input type="text"/></p> <p><input type="checkbox"/> In Progress</p>	

<p>23 Identify the sources of PII in the system.</p>	<p>Directly from an individual about whom the information pertains <input type="checkbox"/> In-Person <input type="checkbox"/> Hard Copy: Mail/Fax <input type="checkbox"/> Email <input type="checkbox"/> Online <input type="checkbox"/> Other Government Sources <input type="checkbox"/> Within the <input type="checkbox"/> OPDIV Other <input type="checkbox"/> HHS OPDIV <input type="checkbox"/> State/Local/Tribal <input type="checkbox"/> Foreign <input type="checkbox"/> Other Federal Entities <input type="checkbox"/> Other Non-Government Sources <input type="checkbox"/> Members of the Public <input type="checkbox"/> Commercial Data Broker <input type="checkbox"/> Public Media/Internet <input type="checkbox"/> Private Sector <input type="checkbox"/> Other</p>	<p><input checked="" type="radio"/> Accept <input type="radio"/> Reject</p>
<p>23a Identify the OMB information collection approval number and expiration date.</p>	<p> </p>	<p><input checked="" type="radio"/></p>
<p>24 Is the PII shared with other organizations?</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p><input type="radio"/> Accept <input checked="" type="radio"/> Reject</p>
<p>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.</p>	<p> </p>	<p><input type="radio"/> Accept <input checked="" type="radio"/> Reject</p>
<p>26 Is the submission of PII by individuals voluntary or mandatory?</p>	<p><input type="radio"/> Voluntary <input checked="" type="radio"/> Mandatory</p>	<p><input type="radio"/> Accept <input type="radio"/> Reject</p>
<p>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.</p>	<p> </p>	<p><input checked="" type="radio"/> Accept <input type="radio"/> Reject</p>
<p>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.</p>	<p> </p>	<p><input checked="" type="radio"/> Accept <input type="radio"/> Reject</p>
<p>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.</p>	<p> </p>	<p><input checked="" type="radio"/> Accept <input type="radio"/> Reject</p>
<p>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.</p>	<p> </p>	<p><input type="radio"/> Accept <input checked="" type="radio"/> Reject</p>

31	Identify who will have access to the PII in the system and the reason why they require access.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/> Users</td> <td style="width: 80%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Administrators</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Developers</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Contractors</td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td><input style="width: 95%;" type="text"/></td> </tr> </table>	<input type="checkbox"/> Users	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Administrators	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Developers	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Contractors	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Others	<input style="width: 95%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
<input type="checkbox"/> Users	<input style="width: 95%;" type="text"/>												
<input type="checkbox"/> Administrators	<input style="width: 95%;" type="text"/>												
<input type="checkbox"/> Developers	<input style="width: 95%;" type="text"/>												
<input type="checkbox"/> Contractors	<input style="width: 95%;" type="text"/>												
<input type="checkbox"/> Others	<input style="width: 95%;" type="text"/>												
32	Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
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.	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
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.	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
35	Describe training system users receive (above and beyond general security and privacy awareness training).	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
36	Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
37	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific records retention schedules.	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
38	Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls.	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
39	Identify the publicly-available URL:	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
40	Does the website have a posted privacy notice?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
40a	Is the privacy policy available in a machine-readable format?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										
41	Does the website use web measurement and customization technology?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject										

Select the type of website measurement and customization technologies is in use and if it is used to collect PII. (Select all that apply)

Technologies	Collects PII?
<input type="checkbox"/> Web beacons	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Web bugs	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Session Cookies	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Persistent Cookies	<input type="radio"/> Yes <input type="radio"/> No
Other... <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

42	Does the website have any information or pages directed at children under the age of thirteen?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
42a	Is there a unique privacy policy for the website, and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	<input type="radio"/> Yes <input type="radio"/> No	
43	Does the website contain links to non- federal government websites external to HHS?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
43a	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	<input type="radio"/> Yes <input type="radio"/> No	

REVIEWER QUESTIONS: The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.

Reviewer Questions	Answer
1 Are the questions on the PIA answered correctly, accurately, and completely?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes <input type="text"/>	
2 Does the PIA appropriately communicate the purpose of PII in the system and is the purpose justified by appropriate legal authorities?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes <input type="text"/>	
3 Do system owners demonstrate appropriate understanding of the impact of the PII in the system and provide sufficient oversight to employees and contractors?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes <input type="text"/>	
4 Does the PIA appropriately describe the PII quality and integrity of the data?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes <input type="text"/>	

Reviewer Questions		Answer	
5	Is this a candidate for PII minimization?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
6	Does the PIA accurately identify data retention procedures and records retention schedules?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
7	Are the individuals whose PII is in the system provided appropriate participation?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
8	Does the PIA raise any concerns about the security of the PII?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
9	Is applicability of the Privacy Act captured correctly and is a SORN published or does it need to be?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
10	Is the PII appropriately limited for use internally and with third parties?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
11	Does the PIA demonstrate compliance with all Web privacy requirements?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
12	Were any changes made to the system because of the completion of this PIA?	<input type="radio"/> Yes	<input checked="" type="radio"/> Accept
		<input type="radio"/> No	<input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
General Comments	<input type="text"/>		
OPDIV Senior Official for Privacy Signature	<input type="text"/>	HHS Senior Agency Official for Privacy	<input type="text"/>

Third-Party Website Assessment PIA Form

v 1.47.4

Status Form Number Read Only Form Date Read Only

Question Answer

1	OPDIV:	Read Only - OPDIV		
2	TPWA Unique Identifier (UID):	Read Only - TPWA UID		
3	TPWA Name:	Read Only - TPWA Name		
4	Is this a new TPWA?	<input type="radio"/> Yes <input type="radio"/> No		
4a	Please provide the reason for revision	<input style="width: 100%;" type="text"/>		
5	Will the use of a third-party Website or application create a new or modify an existing HHS/OPDIV System of Records Notice (SORN) under the Privacy Act?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	
5a	Indicate the SORN number (or identify plans to put one in place.)	SORN Number: <input style="width: 150px;" type="text"/>		
		If not published: <input style="width: 150px;" type="text"/>		
6	Will the use of a third-party Website or application create an information collection subject to OMB clearance under the Paperwork Reduction Act (PRA)?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	
6a	Indicate the OMB approval number and approval number expiration date (or describe the plans to obtain OMB clearance.)	OMB Approval Number <input style="width: 150px;" type="text"/>		
		Expiration Date <input style="width: 150px;" type="text"/>		
		Explanation <input style="width: 150px;" type="text"/>		
7	Does the third-party Website or application contain Federal Records?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	
8	Point of Contact (POC):	POC Title <input style="width: 150px;" type="text"/> POC Name <input style="width: 150px;" type="text"/> POC Organization <input style="width: 150px;" type="text"/> POC Email <input style="width: 150px;" type="text"/> POC Phone <input style="width: 150px;" type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	
9	Describe the specific purpose for the OPDIV use of the third-party Website or application:	<input style="width: 150px;" type="text"/>		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
10	Have the third-party privacy policies been reviewed to evaluate any risks and to determine whether the Website or application is appropriate for OPDIV use?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	

11	Describe alternative means by which the public can obtain comparable information or services if they choose not to use the third-party Website or application:		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
12	Does the third-party Website or application have appropriate branding to distinguish the OPDIV activities from those of nongovernmental actors?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
13	How does the public navigate to the third party Website or application from the OPIDIV?		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
13a	Please describe how the public navigate to the third-party website or application:		
13b	If the public navigate to the third-party website or application via an external hyperlink, is there an alert to notify the public that they are being directed to a nongovernmental Website?	<input type="radio"/> Yes <input type="radio"/> No	
14	Has the OPDIV Privacy Policy been updated to describe the use of a third-party Website or application?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
14a	Provide a hyperlink to the OPDIV Privacy Policy:		
15	Is an OPDIV Privacy Notice posted on the third-party Website or application?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
15a	Confirm that the Privacy Notice contains all of the following elements: (i) An explanation that the Website or application is not government-owned or government-operated; (ii) An indication of whether and how the OPDIV will maintain, use, or share PII that becomes available; (iii) An explanation that by using the third-party Website or application to communicate with the OPDIV, individuals may be providing nongovernmental third-parties with access to PII; (iv) A link to the official OPDIV Website; and (v) A link to the OPDIV Privacy Policy	<input type="radio"/> Yes <input type="radio"/> No	
15b	Is the OPDIV's Privacy Notice prominently displayed at all locations on the third-party Website or application where the public might make PII available?	<input type="radio"/> Yes <input type="radio"/> No	
16	Is PII collected by the OPDIV from the third-party Website or application?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
17	Will the third-party Website or application make PII available to the OPDIV?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
18	Describe the PII that will be collected by the OPDIV from the third-party Website or application and/or the PII which the public could make available to the OPDIV through the use of the third-party Website or application and the intended or expected use of the PII:		<input checked="" type="radio"/> Accept <input type="radio"/> Reject
19	Describe the type of PII from the third-party Website or application that will be shared, with whom the PII will be shared, and the purpose of the information sharing:		<input checked="" type="radio"/> Accept <input type="radio"/> Reject

19a	If PII is shared, how are the risks of sharing PII mitigated?	<input type="text"/>	
20	Will the PII from the third-party Website or application be maintained by the OPDIV?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
20a	If PII will be maintained, indicate how long the PII will be maintained:	<input type="text"/>	
21	Describe how PII that is used or maintained will be secured:	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
22	What other privacy risks exist and how will they be mitigated?	<input type="text"/>	<input checked="" type="radio"/> Accept <input type="radio"/> Reject

REVIEWER QUESTIONS: The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.

Reviewer Questions		Answer	
1	Are the responses accurate and complete?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
2	Is the TPWA compliant with all M-10-23 requirements, including appropriate branding and alerts?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
3	Has the OPDIV posted an updated privacy notice on the TPWA and does it contain the five required elements?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
4	Does the PIA clearly identify PII made available and/or collected by the TPWA?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
5	Is the handling of PII appropriate?	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Accept <input type="radio"/> Reject
Reviewer Notes	<input type="text"/>		
General Comments	<input type="text"/>		



OPDIV Senior Official for Privacy Signature		HHS Senior Agency Official for Privacy	
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