

**Privacy Act Checklist
OMB control 0920-1154**

**American Academy of Pediatrics Resident Training
in Developmental Continuity Clinics**

Does the data collection involve collecting sensitive or personally identifiable information?

Names and AAP membership ID numbers are obtained to grant CME credit; however, these are not linked to data in any way, thus there is no sensitive or personally identifiable data. CDC does not receive this information.

Describe how personal information will be maintained and who will have access to it.

Names and AAP membership ID numbers are maintained in protected files separate from responses to satisfaction surveys. The information is available only to AAP project staff and the CME office at the AAP.

How long will sensitive or personal information be maintained? This information is crucial. If sensitive information is maintained for even one day, the Privacy Act will apply and we will have to provide language in the clearance package.

Names and AAP membership ID numbers are maintained by the project until CME credits are awarded.

Will the collected information be covered by the appropriate CDC Assurance of Confidentiality?

Not applicable

If identifiable information will be filed and retrieved by the name of the individual:

Names and AAP membership ID will only be retrieved by the CME office.