Information Collection Request - Privacy Narrative

Title: National Diabetes Prevention Program (DPP) Introductory Session Project

Point of Contact: Krista Proia, CDC Task Order Technical Monitor

Data Collection

CDC contractors will collect business contact information (i.e., names, email addresses, and mailing addresses) of the primary point of contact for each class location delivering the National Diabetes Prevention Program Lifestyle Change Program (National DPP LCP). A survey item included in the Phase 1 Landscape Assessment Survey for CDC-recognized organizations (**Attachment 1**) asks CDC-recognized organizations to provide the contact information (i.e., name, email, and mailing address) for any affiliated locations where LCP classes are delivered (i.e., class locations) so that CDC contractors can send a modified version of the Landscape Assessment Survey (**Attachment 1aa**) to those class locations. [A Privacy Act Statement appears on the first page of the online and paper versions of the Phase 1 Landscape Assessment Survey for CDC-recognized organizations (**Attachment 1**) and on the modified survey for affiliated class locations (**Attachment 1aa**.)]

Data Storage and Security

For Phase 1, business contact information constitutes personally identifiable information (PII) for respondents to the Landscape Assessment Survey. Trained CDC contractors will keep survey responses in a password-protected, secure share drive folder within the contractor's network. Databases and project file shares will be backed up nightly to minimize the risk of losing significant data through hardware or software malfunctions. Only authorized staff will have access to these folders. All staff are required to take general information security training and Health Insurance Portability and Accountability Act of 1996 (HIPAA) security training before being granted access to project data. We will store respondent data in a separate server from PII.

CDC will not have direct contact with organizational primary points of contacts or with Introductory Session/BYB Discovery Session attendees, nor will CDC receive any identifiable response data from respondents. Although CDC knows the names of the CDC-recognized

Does this ICR request any PII? ☑ Yes ☐ No If yes, describe: Business contact information (names, email address, and business mailing address) of

Does this ICR include a form that requires a Privacy Act Statement? ☐ Yes ☑ No

Does this ICR require a PIA? ☑ Yes ☐ No If yes, does a signed PIA already exist? ☑ Yes ☐ No

C/I/O Approval

Associate Director for Science

Lawrence Barker -S

Digitally signed by Lawrence Barker -S
Date: 2019.11.22 12:57:10 -05'00'

Information Systems Security Officer

Cynthia Allen -S

Digitally signed by Cynthia Allen -S
Date: 2019.11.26 11:13:14 -05'00'

Comments: