| Privacy Impact Assessment Form |
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v 1.47.4

| | Status Draft | Form Numbe | r F-49638 | Form Date | 6/10/2020 1 | :51:54 PM |
|----|---|------------|---|---|-----------------|-----------|
| | Question | | | Answer | | |
| 1 | OPDIV: | | CDC | | | |
| 2 | PIA Unique Identifier: | | P-8762442-963903 | } | | |
| 2a | Name: | | Community Based Active Living (CBS | | or Healthy Eati | ng and |
| 3 | The subject of this PIA is which of the follo | owing? | ○ Major ● Minor ○ Minor | ral Support System Application Application (stand Application (child onic Information C | d-alone)) | |
| 3a | Identify the Enterprise Performance Lifecy of the system. | /cle Phase | Development | | | |
| 3b | Is this a FISMA-Reportable system? | | | YesNo | | |
| 4 | Does the system include a Website or onli application available to and for the use of public? | | | YesNo | | |
| 5 | Identify the operator. | | | Agency Contract | or | |
| 6 | Point of Contact (POC): | | POC Title POC Name POC Organization POC Email POC Phone | ISSO Cindy Allen NCCDPHP cdl1@cdc.gov 770-488-5388 | | |
| 7 | Is this a new or existing system? | | | NewExisting | | |
| 8 | Does the system have Security Authorizat | ion (SA)? | | YesNo | | |
| 8b | Planned Date of Security Authorization | | Au | gust 14, 2020 | able | |

| 11 D | escribe the purpose of the system. | Community Based Survey Supports for Healthy Eating and Active Living (CBS SHEAL) is designed to collect survey responses via web-based and telephone from an identified nationally representative baseline database on local government policies and practices to support healthy eating and active living. The survey will contribute for a better understanding of Complete Street policies, shared use agreements between municipalities and public schools, and nutrition standards in municipal government buildings. Also, it provides a national data point to determine trends in community-based support for healthful eating and physical activity for further data collection for jurisdictions to help improve the health of their communities. | |
|------------|---|--|--|
| 12 co q | Pescribe the type of information the system will ollect, maintain (store), or share. (Subsequent uestions will identify if this information is PII and ask bout the specific data elements.) | CBS SHEAL Survey is a web portal that collects specific community-wide planning documents, policies or standards that support physical activity within the community, zoning and design or development codes, transportation policies, the availability of healthy food options, and policies related to employee breastfeeding. Participants communications include the survey invitation letter, reminder letters, and reminder emails and personalized with respondent name, web survey link and individual PIN, as well as a link to the letter of support. If the name of the appropriate official is not publicly available, the contractor will address the official by title. It also includes the basic information such as community name, mailing address, phone number, and email address for the sampled individuals, as well as other information needed for tracking response rates by sample batch and sampling strata. The study is administered by a indirect contractor of CDC whose staff access their corporate network with 2-factor authentication prior to being able to access the system. The system collects and maintains information (name, email address, and phone number) for those staff to be used to issue their user credentials (username and password) for system authentication purposes. CDC users are authenticated via Active Directory (AD). AD is a separate system covered by a separate PIA. | |

| Provide an overview of the system and describe the 13 information it will collect, maintain (store), or share, either permanently or temporarily. | CBS SHEAL is designed to collect and store specific community-wide planning documents, policies or standards that support physical activity within the community, zoning and design or development codes, transportation policies, the availability of healthy food options, and policies related to employee breastfeeding and baseline data on local government policies and practices to support healthy eating and active living. The system is composed of a commercially available software (VOXCO) which used to conduct and house web-based and telephone questionnaires. Participants communications include the survey invitation letter, reminder letters, and reminder emails and personalized with respondent name, web survey link and individual PIN, as well as a link to the letter of support. If the name of the appropriate official is not publicly available, the contractor will address the official by title. It also includes the basic information such as community name, mailing address, phone number, and email address for the sampled individuals, as well as other information needed for tracking response rates by sample batch and sampling strata. Authorization to the data will be given only to those who work on the project. Data will be stored for the amount of time as specified in the contract for the project. The study is administered by a indirect contractor of CDC whose staff access their corporate network with 2-factor authentication prior to being able to access the system. The system collects and maintains information (name, email address, and phone number) for those staff to be used to issue their user credentials (username and password) for system authentication purposes. CDC users are authenticated via Active Directory (AD). AD is a separate system covered by a separate PIA. |
|---|---|
| 14 Does the system collect, maintain, use or share PII ? | Yes No |

Save

| | | Social Security Number | Date of Birth | |
|-------------------------------------|--|--|--------------------------|--|
| | | 🔀 Name | Photographic Identifiers | |
| | | Driver's License Number | Biometric Identifiers | |
| | | Mother's Maiden Name | Vehicle Identifiers | |
| | | 🔀 E-Mail Address | 🔀 Mailing Address | |
| | | 🔀 Phone Numbers | Medical Records Number | |
| | | Medical Notes | Financial Account Info | |
| | | Certificates | Legal Documents | |
| 15 | Indicate the type of PII that the system will collect or | Education Records | Device Identifiers | |
| | maintain. | Military Status | Employment Status | |
| | | Foreign Activities | Passport Number | |
| | | 🗌 Taxpayer ID | | |
| | | User credentials | | |
| | | Personal Identification Numb | er (PIN) | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Employees | | |
| | | Public Citizens Business Partners/Contacts (Federal, state, local agencies) | | |
| 16 | Indicate the categories of individuals about whom PII | — | - | |
| is collected, maintained or shared. | | Vendors/Suppliers/Contrac | ctors | |
| | | Patients | | |
| | | Other | | |
| 17 | How many individuals' PII is in the system? | 500-4,999 | | |
| | | | | |
| 18 | For what primary purpose is the PII used? | PII will be used to contact resp | ondents | |
| 10 | Describe the secondary uses for which the PII will be | | | |
| 19 | used (e.g. testing, training or research) | There are no secondary uses fo | or PII. | |
| 20 | Describe the function of the CCN | | | |
| 20 | Describe the function of the SSN. | N/A | | |
| | | | | |
| 20a | Cite the legal authority to use the SSN. | N/A | | |
| | Identify legal authorities governing information use | Public Health Service Act, Secti | on 301 "Possarch and | |
| 21 | and disclosure specific to the system and program. | Investigation" (42 U.S.C. 241). | | |
| | Are records on the system retrieved by one or more | | | |
| 22 | Pll data elements? | | | |
| | | | | |

| 23 Identify the sources of PII in the system. Improve the process of PII in the system. Improve the process of PII in the system. 23 Identify the sources of PII in the system. Improve the process of PII in the system. Improve the process of PII in the system. 23 Identify the Sources of PII in the system. Improve the process of PII in the system. Improve the process of PII in the system. 23 Identify the OMB Information collection approval numbers of the Public Commercial Data Broker Improve the Public Media/Internet 24 Is the PII shared with other organizations? Improve the process in place to notify individuals the there personal information would be collected prior to consent to do Interview. At the time of screening all participants, interviewers will include information would be collected of prior to consent to do Interview. At the time of screening all participants, interviewers will include information about how the data will be used. 25 Is the Submission of PII by individuals to opt-out of the collection or use of their PII by refusing to participants, interviewers will include information about how the data will be used. 26 Is the submission of PII by individuals to opt out of mainters or use of their PII by refusing to participant in the study. 27 Collection or use of their PII is the system when major changes accur to the system (e.g., disclosure mainters of individuals is anticipated. 28 Inthe individuals whone PII is in the system when mainten acult of | | Directly from an individual about whom the | | | | |
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| | 29 | | | | | |
| why hot. | | why not. | | | | |
| | 29 | been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain | resolved through the contractor's Institutional Review Board | | | |

| 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. | This is a one time stu review is established | Idy therefore no process for periodic | |
|-----|---|--|---|--|
| | | 🔀 Users | Authorized in-direct contractor leadership and program managers for internal management purposes only, including reviewing project | |
| - 1 | Identify who will have access to the PII in the system | Administrators | Selected, authorized personnel require access to manage, maintain, and support the overall system and information collected via the study. | |
| 31 | and the reason why they require access. | ⊠ Developers | Developers are needed to validate and test the application's functionality. | |
| | | Contractors | In-direct contractor have access develop, validate and test the application's functionality. | |
| | | Others | | |
| 32 | Describe the procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII. | The contractor implements access on the least privilege method. Only people whose jobs require access to the data are granted the appropriate level of access. | | |
| 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. | contractor's leadersh officers is determine monitor project, pro information, i.e., pro information on the g manage. For contrac and to PII via the system anaging, securing, supporting the system navigate the system is granted through A Directory groups are | program-level access to the system by the hip, managers, and program project d by the level of information needed to gram, and contractor-wide performance ject officers only have access to grantees and grant programs that they ctual staff, those with access to the system tem are limited to those who assist in developing, operating, and otherwise m, or who assist grantee users as they or need to update their own PII. All access active Directory. Individual Active created for each project and only staff he specific project information are added | |
| 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. | Awareness, Data Gov | yees are required to take Security vernance and Privacy training, as well as hire and annually thereafter. | |
| 35 | Describe training system users receive (above and beyond general security and privacy awareness training). | None | | |
| 36 | Do contracts include Federal Acquisition Regulation and other appropriate clauses ensuring adherence to privacy provisions and practices? | | ● Yes ○ No | |

Save

| 37 | Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific records retention schedules. | The retention and disposition of any PII included in CBS SHEAL data and any reports generated from such data conforms with requirements outlined in General Records Schedule (GRS) 1.2 for Grant and Cooperative Agreement Records (see NARA Transmittal 29, dated December 2017). The specific records retention schedules are identified in Item 010, DAA-GRS-2013-0008-0007 and in Item 021, DAA- GRS-2013-0008-0006. Disposal methods include erasing computer tapes, burning or shredding paper materials or transferring records to the Federal Records Center when no longer needed for evaluation and analysis. |
|------|--|--|
| 38 | Describe, briefly but with specificity, how the PII will be secured in the system using administrative, technical, and physical controls. | Administrative controls include a system security plan, contingency plan, regular back up of files and storage of backups off site, role-based security awareness training, least privilege access enforced through Active Directory groups, separate user and privileged accounts for administrators, policies and procedures in place for retention and destruction of PII. Technical controls include identification and authentication using unique user IDs, passwords, and smart cards, use of firewalls and intrusion detection/prevention systems, virus scanning software on all computers, and a security information and event management (SIEM) solution. Physical controls include security guards, identification badges, key cards, and closed circuit TV. |
| 39 | Identify the publicly-available URL: | TBD-in development |
| 40 | Does the website have a posted privacy notice? | ⊙ Yes ○ No |
| 40a | Is the privacy policy available in a machine-readable format? | ⊙ Yes ◯ No |
| 41 | Does the website use web measurement and customization technology? | ○ Yes ● No |
| 42 | Does the website have any information or pages directed at children under the age of thirteen? | ○ Yes● No |
| 43 | Does the website contain links to non-federal government websites external to HHS? | ○ Yes |
| Gene | ral Comments | |

Save

| Sa | ve |
|----|----|
|----|----|

| OPDIV Senior Official | |
|-----------------------|--|
| for Privacy Signature | |