

Privacy Impact Assessment Form

v 1.21

Status Form Number Form Date

Question

Answer

1 OPDIV:

CDC

2 PIA Unique Identifier:

TBD

2a Name:

Environmental Health Specialists Network (EHS-net)

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.

Operations and Maintenance

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

5 Identify the operator.

- Agency
 Contractor

6 Point of Contact (POC):

POC Title
 POC Name
 POC Organization
 POC Email
 POC Phone

7 Is this a new or existing system?

- New
 Existing

8 Does the system have Security Authorization (SA)?

- Yes
 No

8b Planned Date of Security Authorization

 Not Applicable

8c	Briefly explain why security authorization is not required	The study will use multiple CDC authorized systems for the collection, storage, and analysis of data.
9	Indicate the following reason(s) for updating this PIA. Choose from the following options.	<input checked="" type="checkbox"/> PIA Validation (PIA Refresh/Annual Review) <input type="checkbox"/> Significant System Management Change <input type="checkbox"/> Anonymous to Non-Anonymous <input type="checkbox"/> Alteration in Character of Data <input type="checkbox"/> New Public Access <input type="checkbox"/> New Interagency Uses <input type="checkbox"/> Internal Flow or Collection <input type="checkbox"/> Conversion <input type="checkbox"/> Commercial Sources Other...
10	Describe in further detail any changes to the system that have occurred since the last PIA.	None
11	Describe the purpose of the system.	The purpose of the study is to identify and help to understand environmental factors associated with foodborne illness and outbreaks associated with retail food establishments.
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.)	The system will collect, maintain, store, and share the following types of information: Manager Interview (restaurant and staff characteristics, food safety policies and practices, etc.) Restaurant Observation (kitchen equipment, food safety practices, etc.) Information is collected by study staff employed at health departments receiving funding through the CDC EHS-Net cooperative agreement. Anonymous data will be collected; Restaurant information such as name, address, phone number, etc. will be collected and used by the cooperative agreement partners, but it will not be shared with CDC. No data will be collected that could identify restaurant staff. Study staff will be authenticated by CDC's active directory, a CDC authorized system.
13	Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.	The study is a collaborative project of the CDC, multiple federal agencies and eight state and local public health departments. Restaurants are randomly selected for studies and the managers are contacted by telephone to determine if the restaurant is willing to participate in the study. If so, then a face to face visit, including manager interviews/surveys and a kitchen observation, is scheduled at the restaurant. The intent of the study will be to gather information on restaurant policies and practices related to food safety. Manager interview and restaurant observation information is collected from staff at the restaurants who are over the age of 18. Verbal consent will be obtained from participating restaurant staff. Manager interview and restaurant observation information will be shared in aggregate in publications. Restaurant level data will be released with each publication (as per CDC mandate).
14	Does the system collect, maintain, use or share PII?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Reviewer Questions	Answer
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
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
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
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
Reviewer Notes <input type="text"/>	
5 Is this a candidate for PII minimization?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes <input type="text"/>	
6 Does the PIA accurately identify data retention procedures and records retention schedules?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes <input type="text"/>	
7 Are the individuals whose PII is in the system provided appropriate participation?	<input type="radio"/> Yes <input type="radio"/> No
Reviewer Notes <input type="text"/>	
8 Does the PIA raise any concerns about the security of the PII?	<input type="radio"/> Yes <input type="radio"/> No
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 type="radio"/> No
Reviewer Notes <input type="text"/>	
10 Is the PII appropriately limited for use internally and with third parties?	<input type="radio"/> Yes <input type="radio"/> No

Reviewer Questions		Answer
<i>Reviewer Notes</i>	<input type="text"/>	
11	Does the PIA demonstrate compliance with all Web privacy requirements?	<input type="radio"/> Yes <input type="radio"/> No
<i>Reviewer Notes</i>	<input type="text"/>	
12	Were any changes made to the system because of the completion of this PIA?	<input type="radio"/> Yes <input type="radio"/> No
<i>Reviewer Notes</i>	<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"/>