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System of Records Notices

[Effective Date: October 1, 2009](#)

COMMERCE/NIST-6

SYSTEM NAME:

Participants in Experiments, Studies, and Surveys.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATIONS:

Portions of the system may be located in any one of the following locations:

- (a) Office of the Director, Room A1000, Building 101, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-1000;
- (b) Technology Services, Room B311, 820 West Diamond Avenue, Gaithersburg, MD 20899-2000;
- (c) Director for Administration and Chief Financial Officer, Room A1105, Building 101, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-3200;
- (d) Advanced Technology Program, Room A407, Building 101, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-4701;
- (e) Manufacturing Extension Partnership Program, Room C100, Building 301, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-4800;
- (f) Electronics and Electrical Engineering Laboratory, Room B358, Building 220, NIST 100 Bureau Drive, Gaithersburg, MD 20899-8100;
- (g) Manufacturing Engineering Laboratory, Room B322, Building 220, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-8200;
- (h) Chemical Science and Technology Laboratory, Room A311, Building 227, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-8300;
- (i) Physics Laboratory, Room B160, Building 221, NIST 100 Bureau Drive, Gaithersburg, MD 20899-8400;
- (j) Materials Science and Engineering Laboratory, Room B310, Building 223, 100 Bureau Drive, Gaithersburg, MD 20899-8500;

(k) Building and Fire Research Laboratory, Room B216, Building 226, 100 Bureau Drive, Gaithersburg, MD 20899-8600;

(l) Information Technology Laboratory, Room B264, 820 West Diamond Avenue, Gaithersburg, MD 20899-8900.

(m) For those portions located with contractors, a complete list of contractors and addresses is available from the Chief, Acquisition and Logistics Division, NIST, 100 Bureau Drive, Mail Stop 3570, Gaithersburg, MD 20899-3570.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have voluntarily agreed to serve or who have served as participants in socio-economic, technical, or psychological experiments, studies and surveys undertaken in furtherance of authorized research or investigation activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, age, social security number (voluntary), birth date, place of birth, sex, race, home address and telephone number, business address and telephone number, education, income, occupation, family size and composition, patterns of product use, drug sensitivity data, medical, dental and physical history information, and such other information as is necessary, to be determined by the subject matter and purpose of the experiment, study or survey, including data derived from participants' responses during the course of the authorized research.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

[15 U.S.C. 271](#) et seq.; [15 U.S.C. 290](#); [15 U.S.C. 3710a](#); [15 U.S.C. 7301](#) et seq.; [42 U.S.C. 15441](#)-15453.

PURPOSES:

This information will allow NIST to retain appropriate records of participants in its research projects and investigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

(1) Information in the system may be disclosed to Federal agencies and other outside organizations which have sponsored the research in connection with which the data were obtained. In addition, information in the system may be shared with National Construction Safety Team members, Federal agencies, other outside organizations, guest researchers, contractors, and others with whom NIST has established a duty of confidentiality, when necessary to accomplish the research or investigation for which the data were obtained.

(2) A record in this system of records may be disclosed to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.

(3) A record in this system of records may be disclosed to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act ([5 U.S.C. 552](#)).

(4) A record in this system of records may be disclosed to a contractor of the Department having need for the information in the performance of the contract, but not operating a system of records within the meaning of [5 U.S.C. 552a\(m\)](#).

(5) A record from this system of records may be disclosed to the Administrator, General Services, or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of [44 U.S.C. 2904](#) and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose and any other relevant directive. Such disclosure shall not be used to make determinations about individuals.

A record in this system of records may be disclosed to appropriate agencies, entities and persons when: (1) it is suspected or determined that the security or confidentiality of information in the system of records has been compromised; (2) the Department has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or whether systems or programs (whether maintained by the Department or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Department's efforts to respond to the suspected or confirmed compromise and to prevent, minimize, or remedy such harm. [72 FR 45009](#)

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Not applicable.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, digital storage material and other electronic storage material, and microform.

RETRIEVABILITY:

Filed alphabetically by name, or control number, or other code identifier.

SAFEGUARDS:

Records are located in locked metal file cabinets in secured rooms with limited access or secured premises or secured computers with access limited to those whose official duties require access. Computers on which records are stored are password protected. Any records maintained by contractors will be maintained in similar fashion in accordance with contractual specifications.

RETENTION AND DISPOSAL:

Retained in accord with NIST's records control schedule.

SYSTEM MANAGER(S) AND ADDRESS:

(a) NIST Deputy Director, Office of the Director, Room A1000, Building 101, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-1000;

(b) Director, Technology Services, Room B311, 820 West Diamond Avenue, Gaithersburg, MD 20899-2000;

(c) Director for Administration and Chief Financial Officer, Room A1105, Building 101, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-3200;

(d) Director, Advanced Technology Program, Room A407, Building 101, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-4701;

(e) Director, Manufacturing Extension Partnership Program, Room C100, Building 301, NIST, 100 Bureau Drive, Gaithersburg, MD 20899-4800;

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NOTIFICATION PROCEDURE:

Information may be obtained from: Privacy Act Officer, NIST, 100 Bureau Drive, Mail Stop 1710, Gaithersburg, MD 20899-1710. Requester should provide name, approximate date, and title of experiment, study, or survey pursuant to the inquiry provisions of the Department's rules which appear in [15 CFR part 4](#).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Same address as stated in the notification section above.

CONTESTING RECORD PROCEDURES:

The Department's rules for access, for contesting contents, and for appealing initial determinations by the individual concerned appear in [15 CFR part 4](#). Use same address as stated in the notification section above.

RECORD SOURCE CATEGORIES:

Subject individuals and those authorized by the individual to furnish information.

SYSTEM EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEDERAL REGISTER HISTORY:

- [74 FR 50770](#) October 1, 2009 Effective Date Notice
- [72 FR 30549](#) June 1, 2007 Notice of Proposed Amendment to Privacy Act System of Records

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Questions and Comments

Send Questions or Comments on the Commerce Office of Privacy and Open Government programs to PrivacyAct@doc.gov.

Office of Privacy and Open Government
Office of the Chief Financial Officer and Assistant Secretary for Administration
U.S. Department of Commerce

Page last updated: July 9, 2016->