



DATE: December 22, 2021

TO: Candace Deaton Maynard
Branch Chief, Cancer Information Service
Office of Communications and Public Liaison
National Cancer Institute (NCI)

FROM: NIH Privacy Act Officer

SUBJECT: Applicability of the Privacy Act: Cancer Information Service (CIS)

I have reviewed the OMB renewal submission, *Collection of Customer Service, Demographic, Smoking/Tobacco Use Information From the National Cancer Institute's CIS Clients*. The purposes of the proposed collection are to 1) properly plan, implement, and evaluate cancer education efforts, including assessing the extent by which the CIS reaches and impacts underserved populations. 2) Evaluate smoking/tobacco use behavior of individuals seeking NCI's smoking cessation assistance in order to provide tailored cessation services. And 3) For NCI to assess client satisfaction with services provided by CIS through customer satisfaction questions.

I have determined that the Privacy Act will apply because the application involves the collection of personally identifiable information (PII) such as: name, email address, phone number, education records, mailing address, age, gender, ethnicity, and race. Additionally, PII is used as unique identifiers to retrieve records.

This data collection is covered by the following Privacy Act System of Records:

- 09-25-0156 Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service
- 09-90-1901, HHS Correspondence, Comment, Customer Service, and Contact List Records

If you have questions, please contact me at (301) 402-6469.

Dustin Close
NIH Privacy Act Officer

CC: Diane Kreinbrink