



DATE: May 18, 2022

TO: Bell Cooper, Ph.D.
NIH Workforce Enhancement Branch
Office of the Director (OD)

FROM: NIH Senior Official for Privacy

SUBJECT: Applicability of the Privacy Act: NIH Workplace Civility and Equity Survey (OD)

I have reviewed the OD submission to the Office of Management and Budget under the Paperwork Reduction Act for a new information collection which proposes to email a survey to NIH employees, trainees, contractors, volunteers and other staff to examine areas within NIH where there may be organizational concentration of discrimination or harassment. The results of the survey will be used by three primary stakeholders: the NIH Civil Branch, the NIH Office of Equity, Diversity and Inclusion, and NIH's UNITE committee. The government contractor, Westat, will administer the survey and provide aggregate results to the Workforce Support and Development Division (WSDD). WSDD will facilitate analysis and reporting to provide to the stakeholders.

Collecting information about the demographic categories of NIH staff is essential for NIH to adequately support Diversity, Equity, Inclusion, and Accessibility initiatives and promote a civil environment. It will allow the Agency to equitably examine the workplace climate for NIH staff. The information will be analyzed at the aggregate level. The results will be used to target areas where harassment and discrimination are occurring and to open areas of further inquiry. All sensitive demographic questions are voluntary. Respondents are notified of the confidentiality of their responses on the landing page of the survey. Respondents will also be notified of the purpose of the survey and the maintenance of the data in the email communications to all NIH staff.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) such as name, email address, and other identifiers stored in a system designed to be retrieved by a personal identifier.

The data collection is covered by NIH 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.*" If you have questions, please contact me at (301) 402-6201.

Celeste Dade-Vinson

Celeste Dade-Vinson
NIH Senior Official for Privacy