

1Privacy Act Checklist

1Part of the OMB Clearance Process involves the review of packages by the Privacy Act coordinator. This review is required for all clearance packages and essential when data collection activities require the collection of sensitive or personally identifiable information.

- x Develop a brief narrative answering the following questions:
- x Does the data collection involve collecting sensitive and/or personally identifiable information?
- x Describe how personal information will be maintained (i.e, locked file cabinet, on computer, etc.) and who will have access to it (employees only, contractors, etc.).
- x State how long the sensitive and/or personal information will be maintained.

For Extensions and Reinstatements Only:

- Packages are being reinstated or extended.
- Respondents are state and local governments
- Responses arrive at CDC and ATSDR with no identifiable information **and** in aggregate form
- Data management procedures have not changed since previous approval and the instruments have not been through extensive revisions.

Additional Tips

Ensure that your package adheres to the following:

- Does not use Privacy Act language from existing packages. *Often times, new packages will be developed based upon existing packages. However, the privacy Act language is never transferrable between packages.*

Consent documents/advisements contain the following information:

- x Authority for collecting the data (usually OSHA Act)

- x Purpose for collecting the data
- x With whom identifiable information will be shared.
- x Voluntary nature of the information collection
- x Effect upon respondent for not participating