



**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Public Health Service

National Institutes of Health  
Bethesda, Maryland 20892

**DATE:** March 17, 2025

**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. 2) Evaluate smoking/tobacco use behavior of individuals seeking NCI's smoking cessation assistance 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, sex, 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: Melissa Park