

Attachment G

Privacy Act Checklist (Attachment G)

Refers to Consent Forms (Attachments I and J)

School-Based Active Surveillance (SBAS) of Myalgic Encephalomyelitis/Chronic Fatigue Syndrome Among Schoolchildren

Does the data collection involve collecting sensitive or personally identifiable information?

School nurses are the respondents for this data collection. The nurse respondents will only report aggregated, de-identified data on students' health and reasons for absenteeism/school withdrawal to the CDC contractor by school district. The contractor, NASN, will remove the school district identifier and send information summarized by state to CDC.

For surveys, feedback forms, and focus group interviews involving the twenty-four school nurses who are respondents for this study, NASN will collect personal identifiers (first name, last name, school district) of the nurses interviewed to allow for NASN's potential future analysis by school district. This information will be available only to NASN staff, specifically, the program coordinator and the study investigators, and will be stored in files which the program coordinator will be responsible for securing. NASN will report focus group themes to CDC without these identifiers.

Describe how personal information will be maintained and who will have access to it.

Personal identifiers of nurse participants will be maintained by the CDC contractor under access controls. Only authorized staff will use the names and contact information to contact participating school nurses. The contractor will not transmit personal identifiers to CDC, nor will CDC staff have access to them. NASN will summarize data without identifiers in progress reports emailed to CDC team.

How long will sensitive or personal information be maintained? This information is crucial. If sensitive information is maintained for even one day, the Privacy Act will apply and we will have to provide language in the clearance package.

Sensitive personal data will not be reported to CDC. Summaries of data (de-identified, aggregated) will be reported in the contractors' progress reports.

Will the collected information be covered by the appropriate CDC Assurance of Confidentiality?

No.

If identifiable information will be filed and retrieved by the name of the individual:

Identifiable information will not be submitted to CDC and therefore will not be filed or retrieved by the name of the individual. Information on individual respondents will be filed and retrieved by the CDC contractor, NASN, using a unique participant number.

Specify in the cover letter where the consent/advisement language can be found.

The model consent forms can be found in **Attachments I and J**.