

**Biennial Privacy Act Report**  
(Authority: 5 U.S.C. § 552a(s))  
Calendar Years 1998 and 1999

1. Name and address of reporting agency:

**CONSUMER PRODUCT SAFETY COMMISSION**  
4330 East West Highway (Bethesda, Maryland 20814)  
Washington, D.C. 20207

2. Name and telephone number of agency official who can best answer questions about this report:

Todd A. Stevenson  
Director, Office of the Secretary  
(301) 504-0785, Email: tstevenson@cpsc.gov

3. Privacy Act Officials:

- Name and address of Senior Official responsible for agency's Privacy Act Implementation:

Patrick Weddle  
Assistant Executive Director for Information Services  
(Tel. 301-504-0000, E-mail: pweddle@cpsc.gov)  
Office of Information Services  
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4. • Name, address and telephone number of agency Privacy Act Officer:

Todd A. Stevenson  
Director, Office of the Secretary  
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5. Systems of records inventory (consult your last report and ensure that the numbers reported there are consistent with those you report below):

|  | 1998 | 1999 |
|--|------|------|
| 1. Total number of <i>nonexempt</i> systems of records             | 20   | 20   |
| 2. Total number of <i>exempt</i> systems of records                | 2    | 2    |
| 3. Number of new <i>nonexempt</i> systems of records added         | 3    | 0    |
| 4. Number of new <i>exempt</i> systems of records added            | 0    | 0    |
| 5. Number of routine uses added                                    | 6    | 0    |
| 6. Number of exemptions added to existing systems                  | 0    | 0    |
| 7. Number of exemptions deleted from existing systems              | 1    | 0    |
| 8. Total number of automated systems of records (exempt/nonexempt) | 11   | 11   |

6. A brief narrative describing additions of exemptions, routine uses, or systems of records.

In 1998 the Commission made changes to the routine uses of 6 systems of records and added 3 new systems of records:

1. "CPSC-4, Hotline Database," includes a new routine use to permit the Commission to forward complete records to other governmental agencies having jurisdiction over the products or hazards that are the subject of the records and

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the systems exemptions were removed, because the system is no longer used for purely statistical purposes.

2. "CPSC-5, Commissioners' Biographies," includes a new routine use to permit unrestricted disclosure, consistent with the fact that the information in the records has been furnished by the person to whom it pertains for the purpose of facilitating dissemination.
3. "CPSC-6, Office of the Inspector General Investigative Files," includes a new routine use to allow disclosure to the Department of the Treasury for the purpose of collecting delinquent debts in light of the Debt collection Improvement Act of 1966.
4. "CPSC-13, Personnel Data System," includes two new routine uses for disclosure in connection with relevant litigation and with child support enforcement actions.
5. "CPSC-15, Employee Relations Files," includes a new routine use for disclosure in relevant litigation without requiring a judicial subpoena.
6. "CPSC-17, Commissioned Officers Personal Data File," includes a new routine use for disclosure to a state or federal agency in connection with hiring or other personnel activities.
7. "CPSC-19, Office of Hazard Identification and Reduction Tracking System," is a new system of records that helps the Office of Hazard Identification and Reduction manage its projects.
8. "CPSC-21, Contractor Personnel Security File," is a new system of records that will store security investigation reports on contractor personnel who work onsite at the CPSC.
9. "CPSC-24, Respirator Program Medical Reports," is a new system of records to cover the medical reports on employees whose job may require them to wear respirators to meet the requirements of the Occupational Health and Safety Regulations.

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In 1999 the Commission made no additions of exemptions, routine uses, or systems of records.

7. A brief description of any public comments received on agency Privacy Act publication and implementation activities, and agency response.

The Commission did not receive any comments.

8. Number of access and amendment requests from record subjects citing the Privacy Act that were received and the dispositions of requests.

*Access Requests:*

|   | 1998 | 1999 |
|---|------|------|
| 1. Total number of requests for access  | 11   | 25   |
| 2. Number of granted in whole           | 11   | 25   |
| 3. Number granted in part               | 0    | 0    |
| 4. Number wholly denied                 | 0    | 0    |
| 5. Number for which no record was found | 0    | 0    |

*Amendment requests:*

|   | 1998 | 1999 |
|---|------|------|
| 6. Total number of requests to amend records in the systems | 0    | 0    |
| 7. Number granted in whole                                  | 0    | 0    |
| 8. Number granted in part                                   | 0    | 0    |
| 9. Number wholly denied                                     | 0    | 0    |

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*Appeals of Denials of Access:*

|  | 1998 | 1999 |
|--|------|------|
| 10. Total number of appeals of denials of access | 0    | 0    |
| 11. Number of granted in whole                   | 0    | 0    |
| 12. Number granted in part                       | 0    | 0    |
| 13. Number wholly denied                         | 0    | 0    |
| 14. Number for which no record was found         | 0    | 0    |

*Appeals of Denials of Amendment:*

|   | 1998 | 1999 |
|---|------|------|
| 15. Total number of Appeals of Denials of Amendment | 0    | 0    |
| 16. Number granted in whole                         | 0    | 0    |
| 17. Number granted in part                          | 0    | 0    |
| 18. Number wholly denied                            | 0    | 0    |

9. Number of instances in which individuals brought suit under section (g) of the Privacy Act against the agency and the results of any such litigation that resulted in a change to agency policies or practices.

The Consumer Product Safety Commission was not involved in any Privacy Act litigation.

10. Descriptions of the results of reviews undertaken in response to the following:

(1) Section (m) Contracts.

All contracts reviewed by the Freedom of Information/Privacy Act Officer contain the proper and binding wording concerning the adherence to the provisions of the Act.

(2) Record keeping Practices.

The Commission's record keeping and disposal policies and practices comply with the Act and maintain the security and integrity of documents in paper form and electronically.

(3) Routine Use Disclosures.

A review of the Commission's systems of records revealed the routine use disclosures associated with the systems remain accurate and compatible with the purposes for the systems.

(4) Exemption of Systems of Records.

The Commission's systems of records that contain exemption provisions still contain records that need the protection of the exemptions of the Act.

(5) Systems of Records Notices.

As a result of a review of its systems of records, the Commission prepared a complete republication of its systems notices with revisions as necessary.

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11. A description of agency Privacy Act training practices.

The Commission does not have a Privacy Act training program, other than normal on-the-job training of employees on the handling of records contained in Privacy Act systems of records and on-line training programs. However, the Commission has issued an agency directive, which provides guidance to managers and employees on the implementation of the Act. The directive is being revised at this time.

12. The Consumer Product Safety Commission does not conduct any Computer Matching Programs.