U.S. Consumer Product Safety Commission
PRIVACY IMPACT ASSESSMENT

Name of Project:	Lighter Submissions
Office/Directorate:	Office of Compliance and Field Operations

A. CONTACT INFORMATION

Person completing PIA: (Name, title, organization and ext.)	Matthew Lee, Compliance Officer, CRE, x7513
System Owner: (Name, title, organization and ext.)	
System Manager: (Name, title, organization and ext.)	

B. APPROVING OFFICIALS

	Signature	Approve	Disapprove	Date
System Owner	Matthew Lee, Compliance Officer	✓		8-12-09
Privacy Advocate	Linda L. Glatz Linda Glatz, ITPP	✓		8-11-09
Chief Information Security Officer	Patrick Manley Patrick Manley, ITTS	✓		8/10/09
Senior Agency Official for Privacy **System of Record?** Yes ✓ No	Mary Kelsey Mary Kelsey, Director, ITPP	✓		8/13/09
Reviewing Official:	Patrick D. Weddle, AED, EXIT	✓		8/13/09

C. SYSTEM APPLICATION/GENERAL INFORMATION

1. Does this system contain any personal information about individuals? (If there is **NO** information collected, maintained, or used that is identifiable to the individual, the remainder of PIA does not have to be completed.)	Yes.
2. Is this an electronic system?	Yes.

D. DATA IN THE SYSTEM	
1. **What categories of individuals are covered in the system?** (public, employees, contractors)	Public, employees, and contractors.
2. **Generally describe what data/information will be collected in the system.**	Name, gender, date of birth, parent/child relationship, telephone number or other personally identifiable information.
3. **Is the source of the information from the individual or is it taken from another source? If not directly from individual, then what other source?**	Directly from individual.
4. **How will data be checked for completeness?**	Not checked.
5. **Is the data current?** (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Data provided by individuals.
6. **Are the data elements described in detail and documented?** (If yes, what is the name and location of the document?)	Data elements are described in 16 C.F.R. § 1210.4 or § 1212.4.
E. ATTRIBUTES OF THE DATA	
1. **Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed?**	Regulation requires information be collected for testing.
2. **For electronic systems, if the data is being consolidated, what controls are in place to protect the data from unauthorized access or use? Explain.**	Only CPSC Compliance staff involved with lighter program have access to data.
3. **How will the data be retrieved? Can it be retrieved by a personal identifier? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**	Data is scanned into pdf format and placed in a specific folder on the Emilee server, it cannot be retrieve by a personal identifier.
4. **What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?**	Individuals may choose not to participate in testing.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. **What are the retention periods of data in this system?**	Data will be maintained until record schedule is established.
2. **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?**	Not applicable.
3. **For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**	No. The data stored in these files is not able to be searched by personally identifiable information.
4. **For electronic systems only, what**	Only CPSC staff with access to specific folder on server have access to data.

controls will be used to prevent unauthorized monitoring?	
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	No.
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	Not applicable.
G. ACCESS TO DATA	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	Data access is restricted to CPSC Compliance staff.
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	Annual Ethics and Privacy training.
3. Who is responsible for assuring proper use of the data?	CPSC IT staff maintains rights to specific folder on server.
4. Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? Are contractors involved in the collection of the data? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?	No.
5. Do other systems share data or have access to the data in the system? If yes, explain. Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?	No.
6. Will other agencies share data or have access to the data in this system? If yes, how will the data be used by the other agency?	No.
7. Will any of the personally identifiable information be accessed remotely or physically removed?	No.