

## **Notification procedure:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **Record access procedures:**

Same as notification.

## **Contesting record procedures:**

Same as notification.

## **Record source categories:**

Information in these records is furnished by: (1) Individual to whom the record pertains; (2) Agency officials; (3) Affidavits or statements from employee; (4) Testimonies of witnesses; (5) Official documents relating to appeal, grievance, or complaints; (6) Correspondence from specific organizations or persons.

## **SYSTEM NAME**

### **CPSC-17, Commissioned Officers' Personal Data File**

#### **System location:**

A complete record on every commissioned officer is maintained in the Office of Compliance and Field Operations to which the commissioned officer is assigned.

#### **Categories of individuals covered by the system:**

State employees commissioned as officers of CPSC.

#### **Categories of records in the system:**

The database system contains documents related to the commissioning of the individual and personal data including name, social security number, date of birth, educational background, employment history, medical information, home address and phone number.

#### **Authority for maintenance of the system:**

Section 29(a)(2), Consumer Product Safety Act (15 U.S.C. 2078(a)(2)); E.O. 10450, sections 8(c), 9(a), 9(b); E.O. 10561.

## **Purpose(s):**

1. Used by agency officials for purposes of review in connection with issuance, distribution, use and return of official Commission credentials to commissioned state and local officials.
2. To provide statistical reports to Congress, agencies and the public on characteristics of the Commissioned officer program.
3. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information without personal identification of individuals under the Freedom of Information Act or to locate specific individuals for personnel research or other personal management functions.

## **Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

1. To provide information to a federal or state agency, in response to its request, in connection with the hiring or retention of an employee, or other benefit by the requesting agency.
2. To request information from a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information if necessary to obtain information relevant to an agency decision concerning the commissioning or recommissioning of an individual.
3. Disclosure to a congressional office in response to an inquiry from the congressional office made at the request of the individual.
4. Disclosure may be made to appropriate agencies, entities, and persons when (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

## **Disclosure to consumer reporting agencies:**

*Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).*

## **Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

### **Storage:**

Records are maintained in a centralized database.

### **Retrievability:**

Records are indexed by state and by name.

### **Safeguards:**

Records are located in lockable metal file cabinets or metal file cabinets in secured rooms with access limited to those whose official duties require access.

### **Retention and disposal:**

The records are maintained and disposed of in accordance with Commission records management policies and procedures.

### **System manager(s) and address:**

Director, Office of Compliance and Field Operations, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

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### **Contesting record procedures:**

Same as notification.

## **Record source categories:**

Information in these records comes either from the individual to whom it pertains or from agency officials, CPSC supervisors, or state officials.

## **SYSTEM NAME**

### **CPSC-20, Personnel Security File**

#### **System location:**

Office of Human Resources Management, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

#### **Categories of individuals covered by the system:**

Employees of the Consumer Product Safety Commission and applicants for employment with the Consumer Product Safety Commission.

#### **Categories of records in the system:**

Results of name checks, inquiries, and investigations furnished by the Office of Personnel Management or other approved government investigative agency, to determine suitability for employment with, or continued employment by, the Consumer Product Safety Commission. Information in records may include date and place of birth, citizenship, marital status, military status, and social security status. These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations of law; information from present and former supervisors, co-workers, associates, educators; credit and National Agency checks; and other information developed from the above.

#### **Authority for maintenance of the system:**

Executive Order 10450; 5 U.S.C. 301.

#### **Purpose(s):**

The records in this system of records are used by the Director, Office of Human Resources and the