U.S. Consumer Product Safety Commission
PRIVACY IMPACT ASSESSMENT

Name of Project:	Upholstered Furniture Fire Safety Technology Meeting
Office/Directorate:	EXHR

A. CONTACT INFORMATION

Person completing PIA: (Name, title, organization and ext.)	Rohit Khanna, Fire PAT, EXHR, x2508
System Owner: (Name, title, organization and ext.)	Rohit Khanna, Fire PAT, EXHR, x2508
System Manager: (Name, title, organization and ext.)	Li Wang, IT Specialist, EXIT, x7845

B. APPROVING OFFICIALS	Signature	Approve	Disapprove	Date
System Owner	X Digitally signed by ROHIT KHANNA DN: c=US, o=U.S. Government, ou=Consumer Product Safety Commission, cn=ROHIT KHANNA, 0.9.2342.19200300.100.1.1=61001001710385 Date: 2013.03.15 10:44:49 -04'00'			
System Owner Management	X ELeland Digitally signed by ELeland DN: o=CPSC, ou=HQ, ou=EXHR, cn=ELeland Date: 2013.03.15 11:35:20 -04'00'	☑	☐	
Privacy Advocate Albert Anders, ITPP	X ALBERT ANDERS Digitally signed by ALBERT ANDERS DN: c=US, o=U.S. Government, ou=Consumer Product Safety Commission, cn=ALBERT ANDERS, 0.9.2342.19200300.100.1.1=61001000016505 Date: 2013.03.15 11:47:29 -04'00' Albert Anders	☑	☐	
Chief Information Security Officer Patrick Manley, ITTS	X PATRICK MANLEY Digitally signed by PATRICK MANLEY DN: c=US, o=U.S. Government, ou=Consumer Product Safety Commission, cn=PATRICK MANLEY, 0.9.2342.19200300.100.1.1=61001000000929 Date: 2013.03.18 08:47:03 -04'00' Patrick Manley	☑	☐	
Senior Agency Official for Privacy Mary James, SAOP System of Record? _☐_Yes ☐No	X Mary James	☐	☐	
Reviewing Official: Patrick D. Weddle, AED, EXIT	X Pactrick D. Weddle	☐	☐	

C. SYSTEM APPLICATION/GENERAL INFORMATION

1. Does this system contain any personal information about individuals? (If there is NO information collected,	Yes

maintained, or used that is identifiable to the individual, the remainder of PIA does not have to be completed.)	
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)	Stakeholders, public, industry, CSPC employees, and media
2. Generally describe what data/information will be collected in the system.	Name, affiliation, and email address
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?	Self disclosed general information for meeting registration purposes
4. How will data be checked for completeness?	Staff will verify the information provided directly by the registrants
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Data is supplied by registrants prior to the meeting
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 the "Furniture Meeting Online Registration" file attached. The registration will be located at http://www.cpsc.gov/meetingsignup.html during the registration period.
1. Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed?	Data is relevant and necessary for meeting registration and assist CPSC staff in selecting panelists, determining how many people will attend, limiting attendance to our facility capacity, contacting selected panelists, and for contacting attendees if the meeting is cancelled.
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.	Data will be placed in an Excel spreadsheet for data retrieval. The spreadsheet will be protected using electronic access control and file system protections. Data will be used to print a list of attendee information to verify registration on the day of the meeting. Printed lists will be shredded after the event.
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 will be placed in an Excel or other sheet for retrieval. The data will be searchable by personal identifier, such as name, through Excel's built-in search function. There will be no use of the data other than to print the registration list to verify registration on the day of the event, notify selected panelists, and/or notify registrants in the event the meeting is canceled.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	Individuals can choose not to register for a meeting, or not to provide personal information other than their name, affiliation, and email. There will be no use of information other than for listing the meeting's attendees.
1. What are the retention periods of data in this system?	All hard copies of the data will be shredded after the event. The Excel file will be retained indefinitely in an access controlled file system. The Excel file will be maintained on an acces
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?	There will be no reports produced on listed attendees. Hard copies of all registration information will be shredded after the meeting is concluded.
3. For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	The only information required is name, affiliation, and email address. If the registrant chooses to provide an address, the system will provide the capability to locate an individual; however, the data will not be used to monitor individuals in any way.
4. For electronic systems only, what controls will be used to prevent	There will be limited access to the information by CPSC employees. Only employees working on and planning the event will have access to the information.

unauthorized monitoring?	
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	This is not currently identified as a system of records
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).	EXIT,EXHR, Executive Director's staff, and the Chairman's staff.
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	CPSC staff regularly undergoes ethics training and must adhere to principles of ethical conduct, which specify the appropriate and inappropriate uses of government information by Federal employees. Hard copies of the data will be shredded after conclusion of the public meeting.
3. Who is responsible for assuring proper use of the data?	The information owner and the system manager share overall responsibility for protecting the privacy rights of individuals by following established Privacy Act guidelines.
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?	Yes. The registration website will be developed by a contractor and the data file created from the registration website will be maintained by a contractor. All CPSC contractors regularly undergo Privacy Act training and must adhere to principles of ethical conduct, which specify the appropriate and inappropriate uses of government information.
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?	Yes. The Excel file will be stored on a CPSC maintained server, which is remotely accessible by CPSC employees and contractors through the CPSC VPN.