

**U.S. Consumer Product Safety Commission  
PRIVACY IMPACT ASSESSMENT**

Name of Project:	IFS State Contractor Inspections
Office/Directorate:	CFI / State and Local Programs

**A. CONTACT INFORMATION**

Person completing PIA: (Name, title, organization and ext.)	John Castilia, IT PM, Office of Information & Technology Services EXIT (ext.7849)
System Owner: (Name, title, organization and ext.)	Matthew Lee, Management & Program Analyst, Compliance Resource Management CRM (ext.7513)
System Manager: (Name, title, organization and ext.)	Jade Tran, IT Specialist, Office of Information & Technology Services EXIT (ext.6979)

B. APPROVING OFFICIALS	Signature	Approve	Disapprove	Date
------------------------	-----------	---------	------------	------

System Owner	Matthew Lee	X		12 / 9 / 16
Privacy Advocate Bobby Sanderson, EXIT	Bobby Sanderson, ISSO	X		
Chief Information Security Officer Patrick Manley, EXIT	Patrick Manley, CISO	X		
Senior Agency Official for Privacy Mary James, EXIT System of Record? _____Yes      _____No	Mary James, Deputy CIO			
Reviewing Official: James Rolfes, EXIT	James Rolfes, CIO			

**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.)	<i>No information collected. Determination based on IFS State Contractors Inspections system security impact analysis (SIA) completed in Feb. 2016.</i>
--	---

2. Is this an electronic system?	Not applicable.
<b>D. DATA IN THE SYSTEM</b>	
1. What categories of individuals are covered in the system? (public, employees, contractors)	Not applicable.
2. Generally describe what data/information will be collected in the system.	Not applicable.
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?	Not applicable.
4. How will data be checked for completeness?	Not applicable.
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Not applicable.
6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)	Not applicable.
<b>E. ATTRIBUTES OF THE DATA</b>	
1. Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed?	Not applicable.
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.	Not applicable.
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.	Not applicable.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	Not applicable.
<b>F. MAINTENANCE AND ADMINISTRATIVE CONTROLS</b>	
1. What are the retention periods of data in this system?	Not applicable.
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 procedures documented?	Not applicable.

3. For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	Not applicable.
4. For electronic systems only, what controls will be used to prevent unauthorized monitoring?	Not applicable.
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	Not applicable.
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	Not applicable.
<b>G. ACCESS TO DATA</b>	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	Not applicable.
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	Not applicable.
3. Who is responsible for assuring proper use of the data?	Not applicable.
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?	Not applicable.
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?	Not applicable.
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?	Not applicable.
7. Will any of the personally identifiable information be accessed remotely or physically removed?	Not applicable.