

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

Name of Project:	PIV Registrar System			
Office/Directorate:	EXRM			
A. CONTACT INFORMATION				
Person completing PIA: (Name, title, organization and ext.)	Katie Hogan, EXRM, x7842			
System Owner: (Name, title, organization and ext.)	Donna Simpson, Director, EXRM, x7218			
System Manager: (Name, title, organization and ext.)	Monifa Martin, Supervisory HR Specialist, EXRM, x7857			
B. APPROVING OFFICIALS	Signature	Approve	Disapprove	Date
System Owner Donna Simpson, EXRM	Donna Simpson, Director			
Privacy Advocate Bobby Sanderson, EXIT	Bobby Sanderson, ISSO			
Chief Information Security Officer Patrick Manley, EXIT	Patrick Manley, CISO	X		5/1/18
Senior Agency Official for Privacy James Rolfes, EXIT System of Record? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	James Rolfes, CIO	X		5/4/18
Reviewing Official: James Rolfes, EXIT	James Rolfes, CIO	X		5/4/18
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)	Employees, Contractors, Volunteers
2. Generally describe what data/information will be collected in the system.	Security Information pertaining to Background Investigations (Case type, Scheduled Date, Closed Date, Adjudication Date, Adjudication Decision), Date of Birth, Place of Birth, Entrance on Duty Date, Employment Status
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?	PIV System Enrollment Form, CPSC-115, OPM Portal
4. How will data be checked for completeness?	Checked by HR Specialist
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Updated with new investigation, name change, change in employment status. Reports run to verify data.
6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)	No
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?	The system serves as the main communication line between Human Resources (EXRM) and the Office of Information Technology (EXIT) pertaining to new hires. Information regarding Entrance on Duty dates and information for email set-up, int set-up, and network access/ restrictions is exchanged through the system. It also serves as a means for EXRM to track security data.
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.	The system use WebAppSecurity application to grant individual or office access privilege.
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 retrieved by a last name search or filtering by specific category to generate reports which include case type, employee type, status, organization, title, closed date, date, active, inactive, billed, adjudicated, and OMB report.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	None
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. What are the retention periods of data in this system?	indefinite
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?	N/A
3. For electronic systems, will this system provide the capability to	Yes, has the capability to determine if the individual is active or inactive at the agency. Also identifies individual's organization.

identify, locate, and monitor individuals? If yes, explain.	
4. For electronic systems only, what controls will be used to prevent unauthorized monitoring?	Only authorized users can view and update information.
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	Yes. HR Systems. CPSC-11
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	N/A No. Most recent SORN applies to current system scope and functions.
G. ACCESS TO DATA	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	System Owner, System Manager, Human Resources Security Specialists
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	Mandatory Annual Security, Privacy and Records training
3. Who is responsible for assuring proper use of the data?	EXRM staffs
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?	System was designed and developed in-house. Over time Visual Information System staffs have implement enhancements and maintenance of the system. No, contractors are not involved in the collection of the data.
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, PII is accessed remotely.