

**Safeguards:**

Computer records are protected by passwords available only to staff with a need to know.

**Retention and disposal:**

Training records will be stored electronically for five years.

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

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

**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:**

Personal information in these records is obtained from the individual requesting training.

**SYSTEM NAME****CPSC-27, Requests for Information****System location:**

Office of Communications, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814,

Hotline managed by Systems Integration Incorporated, 8201 Corporate Drive, Suite 300, Landover,

MD 20785.

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

Persons who contact the Consumer Product Safety Commission to request information and publications.

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

Records contain personal information such as the name, address, email, and telephone number of the person submitting the request for information. Requests can be received through CPSC's toll free hotline, internet Web site, and through correspondence.

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

Section 5 of the Consumer Product Safety Act, 15 U.S.C. 2054.

## **Purpose(s):**

To record personal information so that information and publications may be mailed or otherwise provided.

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

1. Records are disclosed to contractor personnel who operate the Consumer Product Safety Commission's Hotline and who enter data into the database.
2. Records may be used by CPSC staff and contract staff to respond to the request for information.
3. 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.

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

## **Storage:**

The contractor maintains Hotline records in a computer database management system on a local and wide area network.

## **Retrievability:**

Records are retrievable by a variety of fields, including the name of the person who submitted the request for information.

## **Safeguards:**

Access to the Hotline computer records requires the use of two passwords: One to access the agency's computer network and another to access the database. Access is limited to those with a particular need to know the information — select Commission employees and the contractor employees who operate the Hotline.

## **Retention and disposal:**

Computer records are maintained indefinitely. Paper records are kept for 10 years and then transferred to a Federal Records Center.

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

Hotline Contract Officer, Office of Communications, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **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 initially supplied by persons who contact the Commission.

## **SYSTEM NAME**

### **CPSC 28, Emergency Contact Information Systems for the Consumer Product Safety Commission**

## **System location:**

U.S. Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814, and field offices throughout the United States.

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

Employees, former employees, and other individuals having business with the Commission who have provided emergency contact information.

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

Information in the records may include home phone numbers, cellular phone numbers, pager numbers, numbers where individuals can be reached while on travel or otherwise away from the office, home addresses, electronic mail addresses, driver's license information, and phone numbers of family members or other contacts, and other contact information provided by individuals covered by this system of records to the Commission.

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

5 U.S.C. 301.

## **Purpose of the System:**

To maintain contact information on employees and other individuals in case of emergencies involving an employee or the Commission, or when necessary for official purposes.

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