

## **SYSTEM NAME**

### **CPSC-31, Contests, Challenges, and Awards Programs**

#### **System location:**

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

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

Members of the public, including children, and companies and organizations.

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

Information in the records may include individuals' names, email addresses, age, street addresses, company names, organizations names, company or organization addresses, posters, videos, products or other submissions made by individuals for contests, challenges or awards. CPSC also requests and collects social security numbers for the winners so their payments can be processed by the U.S. government.

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

15 U.S.C. 205(9b), OMB Memorandum on the Use of Challenges and Prizes to Promote Open Government, M-10-11, March 8, 2010.

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

CPSC hosts contests, challenges, and award programs to educate the public, including adults and children, about product safety to prevent injuries and deaths associated with product hazards, and to identify and honor people and organizations that have made significant contributions to consumer product safety.

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

Records are maintained for the contest, challenge or award program for purposes of contacting winners and finalists. Categories of users include CPSC employees and Web sites hosting challenges for CPSC.

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:**

Once the contest or challenge is completed, CPSC's Office of the Secretariat maintains for two years hard copies of posters, videos, information/photos about products that may contain contact information for the contest, challenge or award program participants. After that time, the hard copies are destroyed.

### **Storage:**

Posters, videos or other submissions for contests, challenges or awards may be stored by CPSC for use by the agency, for use in agency displays or for use in response to requests under the Freedom of Information Act. Posters, videos or other submissions are stored in locked file cabinets in the Office of the Secretariat.

### **Retrievability:**

Posters, videos or other submissions become the property of CPSC according to the agency's published contest rules and are not returned to the submitter. Access to the submissions may be requested to the Office of the Secretariat under the Freedom of Information Act.

### **Safeguards:**

Posters, videos or other submissions are kept by CPSC's Office of the Secretariat in locked file cabinets.

### **Retention and disposal:**

Posters, videos or other submissions are disposed of after two years by CPSC's Office of the Secretariat.

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

Office of Communications, 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:**

The information is provided by the contest, challenge or award program participant, the participant's parent or the participant's company.

**SYSTEM NAME****CPSC-32 Correspondence Tracking System (CTS)****System location:**

Offices of the Secretariat and Small Business Ombudsman, Consumer Product Safety Commission, 430 East West Highway, Bethesda, MD 20814.

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

The categories of individuals in the CTS include members of Congress, the President of the United States, the Vice President of the United States, members of the public at large, the business community subject to Commission regulations and standards, and CPSC employees.

**Categories of records in the system:**

1. Members of the public at large: Individual's name, home address, home telephone number(s),