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| Name of Project:  | CPSC Safety Academy Conference Attendees   |     |  |           |
| Office/Directorate:   | EXGO   |     |  |           |
|   |  |     |  |           |
| Person completing PIA:<br>(Name, title, organization and ext.)  | NJ Scheers, Director, Education and Intergovernmental Affairs, EXGO, X7670         |     |  |           |
| System Owner:<br>(Name, title, organization and ext.)   | NJ Scheers, Director, Education and Intergovernmental Affairs, EXGO, X7670         |     |  |           |
| System Manager:<br>(Name, title, organization and ext.)   | Li Wang, IT Specialist, EXIT X7845   |     |  |           |
|   |  |     |  |           |
| System Owner  |  |     |  |           |
| Privacy Advocate<br>Albert Anders, ITTPP  | X<br>_____<br>Albert Anders  | YES |  | 9/19/2012 |
| Chief Information Security Officer<br>Patrick Manley, ITTS  | X<br>_____<br>Patrick Manley   |     |  |           |
| Senior Agency Official for Privacy<br>Mary James, SAOP  | X<br>_____<br>Mary James   |     |  |           |
| System of Record?<br>Yes <del>xx</del> No   |  |     |  |           |
| Reviewing Official:<br>Patrick D. Weddle, AED, EXIT   | X<br>_____<br>Pactrick D. Weddle   |     |  |           |
| <b>C. SYSTEM APPLICATION/GENERAL INFORMATION</b>  |  |     |  |           |
| 1. Does this system contain any personal information about individuals?<br>(If there is <b>NO</b> 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

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| 1. What categories of individuals are covered in the system? (public, employees, contractors)  | Stakeholders, public, industry, CPSC employees, and media registrants.   |
| 2. Generally describe what data/information will be collected in the system.   | Name, title, affiliation, email address, address, phone number, conference panel selected  |
| 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   |
| 4. How will data be checked for completeness?  | Staff will not verify the information provided directly by 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 conference  |
| 6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)  | Yes. The data elements are described in "Online Registration for CPSC Safety Academy," file attached. The registration will be located on cpsc.gov during the registration period and in the system owner's electronic files.  |
| <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?   | Data is relevant and necessary for Conference registration and to assist CPSC staff in selecting panelists, determining how many people will attend, limiting attendance to facility capacity, contacting selected panelists, and contacting registrants if the meeting is cancelled. Data will also be used to provide a list of registrants (name, affiliation, position, and email address) to Conference participants. |
| 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 or other spreadsheet for retrieval. The spreadsheet will be protected using electronic access control and file system protections.   |
| 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 spreadsheet for retrieval. The data will be searchable by personal identifier, such as name, through Excel's built-in search function.  |
| 4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?   | An email notification will be sent to conference participants before the conference requesting consent for publication of their name, title, affiliation, and email address. Those who opt out will be removed from the list to be shared with Conference registrants.   |
| <b>F. MAINTENANCE AND ADMINISTRATIVE CONTROLS</b>  |  |
| 1. What are the retention periods of data in this system?  | The database will be used to notify registrants of the timing and topics for the 2013 Safety Academy.  |
| 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?            | If the CPSC Safety Academy program is eliminated, the data will be deleted from the Director's computer. Extra hard copies after each conference will be shredded.   |
| 3. For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.  | Because the list of conference attendees will be stored in an Excel spreadsheet, there will be the capability to identify, locate, and monitor individuals.  |
| 4. For electronic systems only, what controls will be used to prevent unauthorized monitoring?   | There will be limited access to the information by CPSC employees. Only employees working on and planning the Safety Academy will have access to the information.  |
| 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.   |

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| 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).  | EXGO, EXIT, 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 the 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. All CPSC contractors regularly undergo Privacy Act training and must adhere to the principles of ethical conduct, which specify the appropriate and in appropriate 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.   |