U.S. Consumer Product Safety Commission PRIVACY IMPACT ASSESSMENT				
Name of Project:	Contests, Challenges, and Awards			
Office/Directorate:	Individual Offices at CPSC			
A. CONTACT INFORMATION				
Person completing PIA: (Name, title, organization and ext.)	Pamela Brinker, Office OF General Counsel, x7840			
System Owner: (Name, title, organization and ext.)	Project Coordinator for Contest, Challenge or Award			
System Manager: (Name, title, organization and ext.)	Manager of the Project Coordinator for the Contest, Challenge or Award			
B. APPROVING OFFICIALS	**Signature**	**Approve**	**Disapprove**	**Date**
~~System Owner~~ Person Completing PIA	Pamela Brinker ~~Project Coordinator~~ Pamela Brinker	✓		3/1/11
Privacy Advocate	Linda Glatz, ITPP	✓		3/2/11
Chief Information Security Officer	Patrick Manley, ITTS	✓		3/2/11
Senior Agency Official for Privacy **System of Record?** X Yes ____ No	Mary James, Director, ITPP	✓		3/3/11
Reviewing Official:	Patrick D. Weddle, AED, EXIT	✓		3/3/11
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)	Public, employees, contractors.
2. **Generally describe what data/information will be collected in the system.**	The system may include full name, contact information, including phone, email, and/or physical address, social security numbers, age, grade, date of birth, and school/place of work.
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?**	The individual or legal guardian.
4. **How will data be checked for completeness?**	In the event that there is incomplete data or data needs to be checked, CPSC staff will try to contact the contestant.
5. **Is the data current?** (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Similar to above, in the event that the contact information is either incomplete or out of date, CPSC staff will likely try to contact the finalist.
6. **Are the data elements described in detail and documented?** (If yes, what is the name and location of the document?)	Each contest will create a document detailing the necessary data.
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?**	Data is relevant and necessary to identify and contact contest 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.**	The data will only be accessed on an as needed basis by CPSC employees who need to contact finalists and to issue prizes. After selection of the contest finalist, the database information must be stored for two years to satisfy the CPSC record disposition management requirements. After this time, the database will then be properly discarded and destroyed.
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.**	The data will be retrieved by contestant's name or by identifier assigned to the contestant's entry.
4. **What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?**	Entry to challenges and contests are optional. Individuals may choose not to enter or may choose not to provide contact information. Contestants may also request that their personal information not be associated with their submission.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. **What are the retention periods of data in this system?**	Following selection of winners for a contest, the database will be stored for a 2 year period for CPSC records management purposes.
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?**	After selection of the contest finalist, the non-finalist submissions with the associated contact information and the electronic database will be properly discarded and destroyed after the proper storage period. The methods of destruction will be as directed by EXIT. There will be no produced reports.
3. **For electronic systems, will this**	Yes, contest submissions will be linked to the contestant's name and contact

system provide the capability to identify, locate, and monitor individuals? If yes, explain.	information.
4. For electronic systems only, what controls will be used to prevent unauthorized monitoring?	Access can be limited to the CPSC employees responsible for judging the contest and those in charge of providing awards to the winners. Individual documents containing the PII will be stored on CPSC's network and will be password protected. Any storage involving multiple documents containing PII will be stored in a Document Library in Share Point with controlled access enforced.
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	Yes. SORN in processing.
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	System will not be modified in a manner that requires the Privacy Act system of records notice to be amended or revised.
G. ACCESS TO DATA	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	CPSC contest judges, individual office running contest, challenge or award, CPSC finance division, Department of Treasury.
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 undergo ethics training and must adhere to principles of ethical conduct, which specify the appropriate and inappropriate uses of government information by Federal employees.
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?	No.
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?	No.