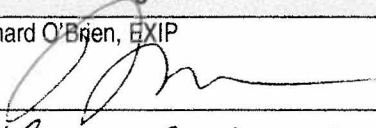
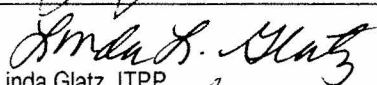
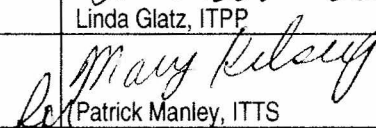
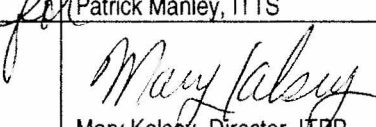
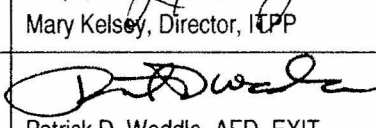


U.S. Consumer Product Safety Commission PRIVACY IMPACT ASSESSMENT				
Name of Project:	2009 Product Safety Summit in China			
Office/Directorate:	EXIP			
A. CONTACT INFORMATION				
Person completing PIA: (Name, title, organization and ext.)	Richard O'Brien, Director EXIP x7054			
System Owner: (Name, title, organization and ext.)	EXIP			
System Manager: (Name, title, organization and ext.)	EXIP			
B. APPROVING OFFICIALS				
	Signature	Approve	Disapprove	Date
System Owner	Richard O'Brien, EXIP 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/2/09
Privacy Advocate	Linda Glatz, ITTP 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/2/09
Chief Information Security Officer	Patrick Manley, ITTS 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/2/09
Senior Agency Official for Privacy System of Record? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Kelsey, Director, ITTP 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/2/09
Reviewing Official:	Patrick D. Weddle, AED, EXIP 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/2/09
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)	Stakeholders, public, industry
2. Generally describe what data/information will be collected in the system.	Name, title affiliation, address, phone, fax, email address, organization type
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 for expression of interest in participating at the 2009 Summit.
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 event.
6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)	Data elements are described on the web page to be used for expressing interest in attending this event.
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 for event management and assists staff in selecting and contacting prospective 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 used to print a list of persons who wish to be considered as participants and also to print a final list of participants for event management purposes. Printed lists of those not chosen to participate will be shredded after the event, however, this information may be subject to disclosure under a Freedom of Information Act request.
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 a word processing or database document for retrieval. It will not be in a system to search by personal identifier.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	Individuals can choose not to express a desire to be considered for participation at the Summit. There will be no use of information other than for listing those who have expressed interest in being considered and contacting those who are selected.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. What are the retention periods of data in this system?	Information on those who were not selected will be maintained only until the event is over. Information on those selected will be maintained in the agency's file on the event.
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?	There will be no public reports produced naming prospective or selected participants. Hard copies of information provided by prospective participants not chosen will be shredded after the event. This information may be subject to release under a Freedom of Information Act request.
3. For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	Yes. This system will provide the capability to locate individual names and their submitted information.

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 event will have access to the information on prospective participants and those not chosen. The names and information for those who are chosen may be available to CPSC employees for reference relative to the 2009 Summit.
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	This is not a Privacy Act System of Records.
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	Not applicable.
G. ACCESS TO DATA	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	IT staff, EXIP, Executive Director's staff, 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 undergo ethics training and must adhere to principles of ethical conduct, which specify the appropriate and inappropriate use of government information by Federal employees. Hard copies of data on prospective participants who were not selected will be shredded after the event.
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