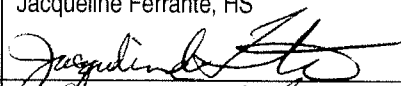

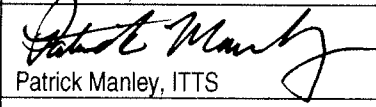




**U.S. Consumer Product Safety Commission
PRIVACY IMPACT ASSESSMENT**

Name of Project:	Chronic Hazard Advisory Panel (CHAP) Conflict of Interest Questionnaire			
Office/Directorate:	Directorate for Health Sciences (HS)			
A. CONTACT INFORMATION				
Person completing PIA: (Name, title, organization and ext.)	Jacqueline Ferrante, Ph.D., Pharmacologist, HS, 301-504-7259			
System Owner: (Name, title, organization and ext.)	Same as above			
System Manager: (Name, title, organization and ext.)				
B. APPROVING OFFICIALS				
	Signature	Approve	Disapprove	Date
System Owner	Jacqueline Ferrante, HS 	x		1/6/10
Privacy Advocate	 Linda Glatz, ITTP	x		1-12-10
Chief Information Security Officer	 Patrick Manley, ITTS	X		1/12/10
Senior Agency Official for Privacy	 Mary Kelsey, Director, ITTP	✓		
System of Record? CPSC-2 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Reviewing Official:	 Patrick D. Weddle, AED, EXIT	✓		1/20/10
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?	No.			

D. DATA IN THE SYSTEM	
1. What categories of individuals are covered in the system? (public, employees, contractors)	Individuals covered in the system are from the public. The Commission selects Chronic Hazard Advisory Panel members from a list of nominees provided by the National Academy of Sciences.
2. Generally describe what data/information will be collected in the system.	Information related to the candidate's 1) employment affiliation (current position, description of duties, employer's name /address, etc); and 2) financial interests (stocks, bonds, etc).
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?	Yes, from the individual.
4. How will data be checked for completeness?	The Commission's Office of the General Counsel will review the information for completeness.
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Yes, data are submitted by nominees shortly before the first CHAP meeting.
6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)	Yes. The Health Sciences Project Manager stores the completed questionnaires in a secure file.
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?	The questionnaire will be used to determine whether CHAP candidates have potential conflicts of interest.
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.	N/A
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.	Records are indexed alphabetically by name of committee and then by name of applicant or member.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	Serving on the CHAP is optional, but interested candidates must complete the conflict of interest questionnaire.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. What are the retention periods of data in this system?	Nominees' records are retained until new applications are solicited or the committee is terminated and then destroyed. Members' records are retained for 2 years after termination of membership and then destroyed.
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?	Documents are shredded.
3. For electronic systems, will this system provide the capability to identify, locate, and monitor	N/A

individuals? If yes, explain.	
4. For electronic systems only, what controls will be used to prevent unauthorized monitoring?	N/A
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	This system is currently identified as CPSC System of Records CPSC-2. See: 63 FR 71899 (December 30, 1998).
6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain	System is not being modified. Privacy Act system of records notice does not require amendment or revision.
G. ACCESS TO DATA	
1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other).	CPSC staff in the Office of the General Counsel and the Directorate for Health Sciences.
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 the principles of ethical conduct, which specify the appropriate and inappropriate use of government information by federal employees.
3. Who is responsible for assuring proper use of the data?	The Office of the General Counsel.
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.