

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

Name of Project:	ROV Hang Tag Evaluation
Office/Directorate:	Engineering Sciences

A. CONTACT INFORMATION

Person completing PIA: (Name, title, organization and ext.)	Hope Nesteruk, Division of Human Factors, Consumer Product Safety Commission, x2579
System Owner: (Name, title, organization and ext.)	Hope Nesteruk, Division of Human Factors, Consumer Product Safety Commission, x2579
System Manager: (Name, title, organization and ext.)	Bohdana Sherehiy, Director of Human Factors research, EurekaFacts, LLC, 240-403-1637

B. APPROVING OFFICIALS	Signature	Approve	Disapprove	Date
-------------------------------	------------------	----------------	-------------------	-------------

System Owner				
Privacy Advocate Albert Anders, ITTPP				
Chief Information Security Officer Albert Anders, Acting				
Senior Agency Official for Privacy Mary James, SAOP				
System of Record? _____Yes _____No				
Reviewing Official: Ming Zhu, Acting				

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)	General public.
2. Generally describe what data/information will be collected in the system.	The data in the system will consist of the potential participant's name, address, phone number and email address. Participants will include adults (18+years old).
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 information is obtained directly from the individual respondents. Information for some of the participants may come from the EurekaFacts' database of former participants that agreed to be added to database and be contacted if other research opportunities come up. Participants will be aware that they will be video and audiotaped during the focus group discussions.
4. How will data be checked for completeness?	Upon contact with the individual, data will be verified.
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Data is collected one time and does not need to be updated unless the individual informs us of new information.
6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)	Not applicable.
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 information in the database will be used to contact potential participants for the focus groups. Name, address, phone number and email addresses are all necessary to contact and verify contact with the correct person.
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.	Not applicable.
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.	Information is retrieved by a structured search of the listed data. Personal identifiers can be retrieved only if a search is conducted in the body of personal communication or comment from the individual themselves, however, that is not the intended use of this database.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	Participation is strictly voluntary, and therefore, participants are free to decline at any time.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. What are the retention periods of data in this system?	The data will be retained for the length of the study. The participant's personal information and any recordings from the actual focus groups will be destroyed by the Contractor within 60 days after the conclusion of the study.
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 procedures documented?	Upon completion of the contract, all contact information including names, email addresses, and telephone numbers will be removed from equipment including servers, computers, disc drives and other electronic equipment and storage media. In addition, the original paper screeners will be shredded. Video and audio data will also be destroyed upon completion of the project.

3. For electronic systems, will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	No.
4. For electronic systems only, what controls will be used to prevent unauthorized monitoring?	Not applicable.
5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?	No.
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).	The systems manager and research analyst will have access to the data in the system.
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	To the extent possible, information content will not include any personally identifiable information. Controls to ensure data integrity and prevention of misuse include authorized login and password, firewall protection, restricted access on a need-to-know basis, and management oversight of the entire work-flow process.
3. Who is responsible for assuring proper use of the data?	The systems manager.
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.
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.