

HHS Privacy Impact Assessment (Form) / SAMHSA CSAP National Clearinghouse for Alcohol and Drug Information (NCADI/NMHIC) (Item)

PIA SUMMARY

1	<p>The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget.</p> <p>Note: If a question or its response is not applicable, please answer "No" to that question.</p>
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2	Summary of PIA Required Questions					
	*Is this a new PIA?	No				
	If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight				
	*1. Date of this Submission:	Dec 3, 2003				
	*2. OPDIV Name:	SAMHSA				
	*3. Unique Project Identifier (UPI) Number:	009-30-01-03-02-1027-02				
	*4. Privacy Act System of Records (SOR) Number:	No				
	*5. OMB Information Collection Approval Number:	09390-0197				
	*6. Other Identifying Number(s):	277-98-6008				
	*7. System Name:	SAMHSA's National Clearinghouse for Alcohol and Drug Information				
	*9. System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:					
	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th colspan="2" style="text-align: left;">Point of Contact Information</th> </tr> </thead> <tbody> <tr> <td style="width: 60%;">POC Name</td> <td>Nelia C. Nadal</td> </tr> </tbody> </table>		Point of Contact Information		POC Name	Nelia C. Nadal
Point of Contact Information						
POC Name	Nelia C. Nadal					
	*10. Provide an overview of the system:	The National Clearinghouse for Alcohol and Drug Information (NCADI) established in conformance with the Public Health Service Act, as amended by the Anti-Drug Abuse Act of 1986, the Omnibus Anti-Drug Abuse Act of 1988, and the ADAMHA Reorganization Act of 1992, supports and promotes the goals of demand reduction for the substance abuse field. NCADI is the hub of the Federal Government's effort				

	to gather and communicate information about effective prevention, intervention, and treatment policies, programs, and practices as well as an important link to scientific research on substance abuse and mental health issues. As such, NCADI provides a single point of entry to comprehensive, customer-oriented information services for SAMHSA's current constituents as well as new audiences.
*13. Indicate if the system is new or an existing one being modified:	Existing
*17. Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	Yes
Note: This question seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation	
Note: If no IIF is contained in the system, please answer questions 21, 23, 30, 31, 37, 50 and 54, then promote the PIA to the Sr. Privacy Official who will authorize the PIA.	
If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.	
*21. Is the system subject to the Privacy Act?	No
*23. If the system shares or discloses IIF please specify with whom and for what purpose(s):	N/A The system does not share or disclose IIF information.
*30. Please describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information. In this description, indicate whether the information contains IIF and whether submission of personal information is voluntary or mandatory:	Only data essential processing orders for substance abuse resources are collected to process customer orders
*31. Please describe in detail any processes in place to: <ul style="list-style-type: none"> • notify and obtain consent from the individuals whose IIF is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection) • notify and obtain consent from individuals regarding what IIF is being collected from them and how the information will be used or shared: 	Information is provided voluntarily by customers who contact the NCADI contract via the phone, web, FAX, in-person and via mail.
*32. Does the system host a website?	Yes
*37. Does the website have any information or pages directed at children under the age of thirteen?	Yes
*50. Are there policies or guidelines in place with regard to the retention and destruction of IIF?	Yes
*54. Briefly describe in detail how the IIF will be secured on the system using administrative, technical, and physical controls.	Any IIF information stored on the system will be physically secured and password protected.