U.S. Consumer Product Safety Commission
PRIVACY IMPACT ASSESSMENT

Name of Project:	FOIAXpress by AINS, Inc.
Office/Directorate:	EXIT/ITIM/OS-FOI

A. CONTACT INFORMATION

Person completing PIA: (Name, title, organization and ext.)	Angela T. Heggs, ITIM, x6991
System Owner: (Name, title, organization and ext.)	DeWane Ray, ITTS, x7547
System Manager: (Name, title, organization and ext.)	Todd Stevenson, ITIM, x6836 Alberta Mills, ITIM, x7479

B. APPROVING OFFICIALS	**Signature**	**Approve**	**Disapprove**	**Date**
System Owner	DeWane Ray, ITTS	✓		6/29/07
Privacy Advocate Linda L Glatz	Linda Glatz, ITPP	✓		6/20/07
Chief Information Security Officer	Patrick Manley, ITTS	✓		3/9/07
Senior Agency Official for Privacy **System of Record?** ✓ **Yes** _____ **No**	Mary Kelsey Mary Kelsey, Director, ITPP	✓		3/21/07
Reviewing Official:	Patrick D. Weddle, AED, EXIT	✓		3/22/07

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, the system contains personal information about individuals, e.g., name, home address, home telephone number, fax number, personal e-mail address and other pertinent information related to processing and responding to their FOIA and Privacy Act requests.

D. DATA IN THE SYSTEM	
1. What categories of individuals are covered in the system? (public, employees, contractors)	Private citizens, attorneys, educators, health care professionals, local and state government staff.
2. Generally describe what data/information will be collected in the system.	Name, address, city, state, telephone number, fax and e-mail address. Also, the type of requester, such as educational, attorney, employee, 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?	Source of information is from the individual making the FOIA or Privacy Act request.
4. How will data be checked for completeness?	Data entered is checked for duplication. The data entered by a requester is only as accurate as that provided by the requester.
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Recent requests will have current data; older requests may not.
6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?)	The data elements are described and detailed in a document provided by the contractor who installed and configured the system.
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 system is designed to track FOIA and Privacy Act requests. The data is relevant and necessary in order for staff to respond to the request accurately and in a timely manner.
2. If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use? Explain.	Access to FOIAXpress is limited to CPSC IT, GC, Compliance, OSIC and FOI (OS) staff that are issued User IDs and passwords.
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 mainly be retrieved using the FOIA request number. However, data can also be retrieved by searching on requester's last name, a company name or entry date and closed date.
4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	None.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. What are the retention periods of data in this system?	2 to 6 years, contingent upon the National Archives Records Administration (NARA's General Records Schedule 14.
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?	The disposition of data will adhere to the records management schedule being implemented within CPSC and/or NARA.
3. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	Yes, individuals will be able to be identified and located via e-mail or home address since these are required fields when submitting a request.
4. What controls will be used to prevent unauthorized monitoring?	CPSC Network access and application User ID and password are required

5. **Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate?**	CPSC-
6. **If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain**	N/A – New system
G. ACCESS TO DATA	
1. **Who will have access to the data in the system?** (e.g., contractors, managers, system administrators, developers, other).	Individuals who submit a request via the Public Access Link (internet), CPSC FOI (OS) and OSIC staff.
2. **What controls are in place to prevent the misuse of data by those having access?** (Please list processes and training materials.)	Authorized staff are provided training on proper use of the data. Outside requesters will have access to their own submission data.
3. **Who is responsible for assuring proper use of the data?**	Secretary, FOIA Officer and IT
4. **Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?**	Yes, contractors are involved in the configuration and roll-out of the system. They will be available for assistance with maintenance when required. No, there were no Privacy Act contract clauses inserted into their contract.
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