

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

Name of Project: Online CPSC Magnet Toy Forum Registration

Office/Directorate: Office of Engineering Sciences

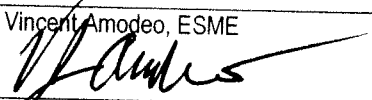
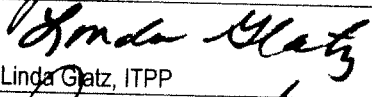
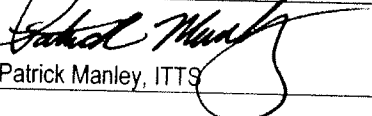

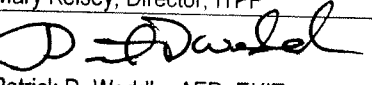
A. CONTACT INFORMATION

Person completing PIA:
(Name, title, organization and ext.) Vincent Amodeo, Engineering Sciences

System Owner:
(Name, title, organization and ext.) EXHR

System Manager:
(Name, title, organization and ext.)

B. APPROVING OFFICIALS

	Signature	Approve	Disapprove	Date
System Owner	Vincent Amodeo, ESME 	✓		4-19-07
Privacy Advocate	Linda Gatz, ITPP 	✓		4-19-07
Chief Information Security Officer	Patrick Manley, ITTS 	✓		4-25-07
Senior Agency Official for Privacy				
System of Record ____ Yes <input checked="" type="checkbox"/> No	Mary Kelsey  Mary Kelsey, Director, ITPP	✓		4-25-07
Reviewing Official:	Patrick D. Weddle, AED, EXIT 	✓		4-25-07

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 (name, title, address, etc.)

D. DATA IN THE SYSTEM	
1. What categories of individuals are covered in the system? (public, employees, contractors)	Industry and public forum registrants.
2. Generally describe what data/information will be collected in the system.	Name, title, firm name, address, phone, fax, e-mail, and specific sessions they wish to register for.
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 forum registration.
4. How will data be checked for completeness?	It will not be checked.
5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?)	Data will only be used for this one-time 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 in "Online Application Form: CPSC Staff Magnet Toy Safety Forum."
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?	Yes, necessary for forum registration.
2. 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 listing of attendee information for name tags and proof of registration at day of forum. Printed listings will be shredded after event.
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 into an excel or other sheet 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 chose not to register for forum and decline to provide information. There will be no use of information other than for listing of attendees at forum.
F. MAINTENANCE AND ADMINISTRATIVE CONTROLS	
1. What are the retention periods of data in this system?	Information will only be maintained until forum is concluded.
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 reports produced. Data will be deleted within six months of forum date. Hardcopies of all registration information will be shredded after forum is concluded.
3. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.	This system will provide the capability to locate an individual name and their registration information.
4. What controls will be used to prevent unauthorized monitoring?	There will be limited access by CPSC employees to this information. Only EXHR staff working on the conference will get the information.

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).	CPSC Engineering Sciences and IT staff.
2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.)	The only people who will have access to the data are the system manager and ES staff, all of which are CPSC staff employees. The 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. Hardcopies of data will be shredded after conclusion of forum.
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? 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?	None.