# HHS Privacy Impact Assessment (Form) **/ SAMHSA OPS Web sites** (Item)

| PIA SUMMARY |
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| **The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget.** | |
| **Note: If a question or its response is not applicable, please answer "No" to that question.** | |

| 2 | Summary of PIA Required Questions | |
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| **\*Is this a new PIA?** | | Yes |
| **If this is an existing PIA, please provide a reason for revision:** | | |
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| **\*1. Date of this Submission:** | | Mar 15, 2006 |
| **\*2. OPDIV Name:** | | SAMHSA |
| **\*3. Unique Project Identifier (UPI) Number:** | | 009-30-01-29-01-1058-00-110-028 |
| **\*4. Privacy Act System of Records (SOR) Number:** | | No |
| **\*5. OMB Information Collection Approval Number:** | | No |
| **\*6. Other Identifying Number(s):** | | No |
| **\*7. System Name:** | | SAMHSA Website |
| **\*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:** | | |

| Point of Contact Information | |
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| **POC Name** | Dawn Colbert |

| **\*10. Provide an overview of the system:** | SAMHSA Agency website is used by internal and external user groups and provides a delivery system for information about SAMHSA to the public. |
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| **\*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** | |

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| **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):** | The SAMHSA Agency Website discloses website urls to the general public to aid with providing more information about programs being offered by SAMHSA. |
| ***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:** | The urls disseminate information about Agency program information; grant programs and other  funding opportunities to the public. |
| ***31. Please describe in detail any processes in place to:                          •  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:** | As changes are made to a content owners website nothing is published to the public until approval from the individuals has been recieved by the Webmaster. |
| ***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?** | No |
| ***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.** | IIF will be secured through the use of password protection, user identification codes, physical guards and access identification badges and the IT Security Policy. |