

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

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| Name of Project: | Workshop on Electronic Filing of Certificates of Compliance for Imported Consumer Products |
| Office/Directorate: | EXIS |

A. CONTACT INFORMATION

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| Person completing PIA: (Name, title, organization and ext.) | Celestine T. Kish, Sr. Engineering Psychologist, Detailed to EXIS x2547 |
| System Owner: (Name, title, organization and ext.) | Celestine T. Kish, Sr. Engineering Psychologist, Detailed to EXIS x2547 |
| System Manager: (Name, title, organization and ext.) | Patty D. Davis, Public Affairs Specialist, OCM, x7601 |

| B. APPROVING OFFICIALS | Signature | Approve | Disapprove | Date |
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| System Owner Celestine T. Kish, EXIS | X <hr/> | | | |
| Privacy Advocate Albert Anders, ITTP | X <hr/> Albert Anders | | | |
| Chief Information Security Officer Patrick Manley, ITTS | X <hr/> Patrick Manley | | | |
| Senior Agency Official for Privacy Mary James, SAOP System of Record? ____ Yes No | X <hr/> Mary James | | | |
| Reviewing Official: Patrick D. Weddle, AED, EXIT | X <hr/> Pactrick D. Weddle | | | |

C. SYSTEM APPLICATION/GENERAL INFORMATION

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| 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, this system contains names and email addresses from individuals |
| 2. Is this an electronic system? | Yes |

| D. DATA IN THE SYSTEM | |
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| 1. What categories of individuals are covered in the system? (public, employees, contractors) | Public |
| 2. Generally describe what data/information will be collected in the system. | Names and email addresses of members of the public who register to attend the CPSC Workshop |
| 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 source is from individual |
| 4. How will data be checked for completeness? | It will not be checked for completeness |
| 5. Is the data current? (What steps or procedures are taken to ensure the data is current and not out-of-date?) | The data will not be retained beyond the workshop. The data will not be checked to ensure that it is current |
| 6. Are the data elements described in detail and documented? (If yes, what is the name and location of the document?) | Yes. The data elements are described in the Federal Register document, <i>CPSC Workshop on Electronic Filing of Certificates of Compliance for Imported Consumer Products</i> |
| 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 data will be used to determine if the capacity of the workshop has been met and that further registrations should not be allowed. If the workshop is cancelled for any reason, we will send an email to the registrants informing them of the cancellation. |
| 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. | The data is not being consolidated with other data. |
| 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. | The data will be retrieved as a complete list. It cannot be retrieved by a personal identifier. |
| 4. What opportunities do individuals have to decline to provide information or to consent to particular uses of the information? | When an individual registers for the workshop, he or she will choose to provide their name and email address. There is not an opportunity for the user to consent to either of the two uses of the information. |
| F. MAINTENANCE AND ADMINISTRATIVE CONTROLS | |
| 1. What are the retention periods of data in this system? | The data will be retained until the workshop ends on September 18, 2014. |
| 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? | A request will be made to EXIT at CPSC to delete the workshop registration data. CPSC staff will be informed to destroy any printed copies of the registration data. There will be no reports produced. |
| 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? | Restricted access by CPSC staff and contractors. |
| 5. Is this system currently identified as a CPSC system of records? If so, under which notice does the system operate? | This is not currently identified as a system of records. |

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| 6. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain | The system is not being modified |
| G. ACCESS TO DATA | |
| 1. Who will have access to the data in the system? (e.g., contractors, managers, system administrators, developers, other). | CPSC staff involved in conducting the workshop. Managers of the CPSC staff. System administrators involved in establishing the workshop registration system. |
| 2. What controls are in place to prevent the misuse of data by those having access? (Please list processes and training materials.) | Privacy Impact Assessment Guidance document provided to CPSC staff involved in conducting the workshop. |
| 3. Who is responsible for assuring proper use of the data? | Jay Howell, Deputy Executive Director for Safety Operations, CPSC. |
| 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, CPSC uses contractors to build, operate and support the website that CPSC will use to collect the registration information. Yes, CPSC inserted clauses on "Restrictions on Use of Information" specifically addressing Privacy Act information and personal identifying information to the contracts. |
| 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? | The workshop registration does not share data or have access to other data in the system. |
| 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 |