

US Department of Health and Human Services

Third Party Websites and Applications Privacy Impact Assessment

Date Signed:

March 22, 2018

OPDIV:

IHS

Name:

Acquisition Management Reviews Survey

TPWA Unique Identifier:

T-7069820-618069

Is this a new TPWA?

Yes

Will the use of a third-party Website or application create a new or modify an existing HHS/OPDIV System of Records Notice (SORN) under the Privacy Act?

No

If SORN is not yet published, identify plans to put one in place.

Not applicable.

Will the use of a third-party Website or application create an information collection subject to OMB clearance under the Paperwork Reduction Act (PRA)?

No

Indicate the OMB approval number expiration date (or describe the plans to obtain OMB clearance).

Expiration Date: 1/1/01 12:00 AM

Describe the plans to obtain OMB clearance.

Explanation: Only federal employees

Does the third-party Website or application contain Federal Records?

Yes

Describe the specific purpose for the OPDIV use of the third-party Website or application:

IHS uses Survey Monkey to assess federal staff's customer satisfaction and experience with the Acquisition Management Review (AMR). The AMR is an internal management assessment conducted by the Head of Contracting Activity and contracting staff in the IHS Division of Acquisition Management and Policy to review and assess whether IHS Areas are following IHS and Federal contracting processes, identify process improvements, training needs, and ensure IHS is in compliance with the Federal Acquisition Regulation (FAR) and other federal policies pertaining to acquisition management requirements.

Have the third-party privacy policies been reviewed to evaluate any risks and to determine whether the Website or application is appropriate for OPDIV use?

Yes

Describe alternative means by which the public can obtain comparable information or services if they choose not to use the third-party Website or application:

The public will not have access to this survey.

Does the third-party Website or application have appropriate branding to distinguish the OPDIV activities from those of nongovernmental actors?

Yes

How does the public navigate to the third party Website or application from the OPIDIV?

The public will not have access to this survey.

Please describe how the public navigate to the thirdparty website or application:

The public will not have access to this survey.

If the public navigate to the third-party website or application via an external hyperlink, is there an alert to notify the public that they are being directed to anongovernmental Website?

No

Has the OPDIV Privacy Policy been updated to describe the use of a third-party Website or application?

Yes

Provide a hyperlink to the OPDIV Privacy Policy:

<https://www.ihs.gov/privacypolicy/>

Is an OPDIV Privacy Notice posted on the third-part website or application?

Yes

Is PII collected by the OPDIV from the third-party Website or application?

Yes

Will the third-party Website or application make PII available to the OPDIV?

Yes

Describe the PII that will be collected by the OPDIV from the third-party Website or application and/or the PII which the public could make available to the OPDIV through the use of the third-party Website or application and the intended or expected use of the PII:

Employees have the option of listing their name and contact information. The IHS Division of Acquisition Management and Policy will follow-up with respondents who request to be contacted to further discuss their questions or comments.

Describe the type of PII from the third-party Website or application that will be shared, with whom the PII will be shared, and the purpose of the information sharing:

No PII will be shared.

If PII is shared, how are the risks of sharing PII mitigated?

No PII will be shared.

Will the PII from the third-party website or application be maintained by the OPDIV?

Yes

Describe how PII that is used or maintained will be secured:

PII will be saved to the government network drive that requires a PIV card to access. Very limited access to survey data will be available only to authorized government staff who have Administrator rights that requires a unique user name and password to obtain access.

What other privacy risks exist and how will they be mitigated?

No other privacy risk identified.