

US Department of Health and Human Services

Third Party Websites and Applications Privacy Impact Assessment

Date Signed:

June 05, 2020

OPDIV:

NIH

Name:

NIH CC Doodle

TPWA Unique Identifier:

T-5724228-720445

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.

null

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: null

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:

Doodle will be used for assessing staff availabilities for meetings. This will be used by NIH staff only. At most, NIH staff will be asked for the following personally identifiable information: first name, last name, IC, and email address, which are all also commonly available in the public facing NIH Enterprise Directory.

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:

N/A. Doodle will be used internal to NIH only.

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 OPDIV?

N/A. Doodle will be used internal to NIH only.

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

N/A. Doodle will be used internal to NIH only.

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:

<http://www.nih.gov/about/privacy.htm>

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

No

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:

Users may submit their email address and name for inclusion in internal scheduling of certain NIH initiatives. The collection of this personally identifiable information (PII) is covered under the unique NIH Information Security (INFOSEC) Program general support system (GSS) Contact Info privacy impact assessment (PIA). Actual contact information is managed by the respective Institute or Center (IC), or the NIH Center for Information Technology (CIT), and follows security procedures to secure the platform, and all PII retained, using administrative, technical, and physical controls. The user may opt to offer an alias instead of name for anonymity.

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:

Doodle shares name (or alias) and email address with the internal NIH organizer for scheduling.

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

There are no risks associated with the use of one's name in this instance as all attendees are NIH

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

No

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

Doodle is a Hypertext Transfer Protocol Secure (HTTPS) protocol site that uses end-to-end Secure Sockets Layer (SSL) encryption. SSL is a standard security technology for establishing an encrypted link between a server and a client—typically a web server (website) and a browser, or a mail server and a mail client (e.g., Outlook) Meeting organizers are provided with a unique link which contains a random access code.

This link prevents unauthorized access. Meeting organizers should send this link only to authorized people, i.e., the people you wish to participate. User-accounts are protected by passwords.

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

N/A. Doodle will be used internal to NIH only.