

# US Department of Health and Human Services

## Third Party Websites and Applications Privacy Impact Assessment

**Date Signed:**

June 15, 2018

**OPDIV:**

OS

**Name:**

OASH Pain Management Cvent

**TPWA Unique Identifier:**

T-6955124-289705

**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.**

There is no SORN number required.

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

Yes

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

OMB Approval                      0990-0379

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

Expiration Date:                      9/30/20 12:00 AM

**Describe the plans to obtain OMB clearance.**

Explanation:                              None

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

No

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

To capture and manage registration for the inaugural Pain Management Task Force Federal Advisory Committee Meeting. A paid version of the Cvent (Web Application) is being used to facilitate the registration for the HHS Pain Management Meeting. The TPWA would appear on the HHS website (<https://www.hhs.gov/ash/advisory-committees/pain/meetings/2018-05-30/index.html>).

**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:**

Participants could register by email or use the Health and Human Services (HHS) Pain Task Force website.

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

No

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

Incorporated or embedded on HHS Website

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

The public will follow a link from the HHS Pain Management site <https://www.hhs.gov/ash/advisory-committees/pain/index.html>

**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?**

Yes

**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.hhs.gov/privacy.html>

**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:**

Name, email, organization affiliation, and US citizenship (Y/N).

**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:**

The Personally Identifiable Information (PII) will be shared with the Designated Federal Officer (DFO) and HHS Security Office to plan for the number of attendees.

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

The Cvent online event registration software, purchased by the contractor, is a web application that

**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:**

Information on attendee names for the public meeting will be kept electronically in a password protected document. A list of the registered attendee names will be printed for the public meeting to facilitate checking-in at attendance table.

This list will not be left unattended. Additionally, it will be kept in a secure location until shredded. Names of meeting attendees may be released as part of the public record.

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

None