

US Department of Health and Human Services

Indian Health Service

Third Party Website Assessment Privacy Impact Assessment

- **Date Signed:**

February 12, 2018

- **OPDIV:**

Indian Health Service

- **TPWA Name:**

IHS Acquisition Workforce Survey

- **TPWA PIA Unique Identifier:**

T-6590546-846527

- **The subject of this PIA is which of the following?**

IHS Acquisition Workforce Survey

- **Please provide the reason for revision**

New

- **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

- **Indicate the SORN number (or identify plans to put one in place)**

No 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 and approval number expiration date (or describe the plans to obtain OMB clearance.)**

Not applicable.

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

Yes

- **Point of Contact?**

POC Title: Acquisition Career Manager

POC Name: Jeffrey Johnston

POC Organization: Indian Health Service, Office of Management Services

POC Email: jeffrey.johnston@ihs.gov

POC Phone: 301-945-3645

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

Use Survey Monkey to assess the training needs of the IHS Acquisition Workforce.

<https://surveymonkey.com/>

- **Have 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 OPDIV?**

The public will not have access to this survey.

- **Please describe how the public navigate to the third party 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 a non-governmental 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-party Website or application?**

Yes

- **Confirm that the Privacy Notice contains all of the following elements: (i) An explanation that the Website or application is not government-owned or government-operated; (ii) An indication of whether and how the OPDIV will maintain, use, or share PII that becomes available; (iii) An explanation that by using the third-party Website or application to communicate with the OPDIV, individuals may be providing nongovernmental third-parties with access to PII; (iv) A link to the official OPDIV Website; and (v) A link to the OPDIV Privacy Policy:**

Yes

- **Is the OPDIV's Privacy Notice prominently displayed at all location on the third-party website or application where the public might make PII available?**

Yes

- **Is PII collect 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 Indian Health Service Acquisition Career Manager will follow-up with respondents who request to be contacted to further discuss their questions or comments about training needs identified while taking the survey.

- **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

- **If PII will be maintained, indicate how long the PII will be maintained:**

One year, or until the business needs ends.

- **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 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.

- **Reviewer Questions:** The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.

Reviewer Questions

1. **Are the responses accurate and complete?** Yes

2. **Is the TPWA compliant with all M-10-23 requirements, including appropriate branding and alerts?**

Yes

3. **Has the OPDIV posted and updated privacy notice on the TPWA and does it contain the five required elements?**

Yes

4. **Does the PIA clearly identify PII made available and/or collected by the TPWA?**

Yes

5. **Is handling of the PII appropriate?**

6. Yes