

US Department of Health and Human Services

Third Party Websites and Applications Privacy Impact Assessment

Date Signed:

May 28, 2020

OPDIV:

HRSA

Name:

Otter.ai - Voice Meeting Notes

TPWA Unique Identifier:

T-8385199-017597

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:

Otter.ai is being utilized by HRSA for Reasonable Accommodation purposes.

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:

Not Applicable

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 OPDIV?

Other...

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

Not intended for the public's use.

The application will be downloaded to users government cell phone and government provided laptop. A ticket will be routed through the appropriate channels for installation and future update needs.

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?

No

Provide a hyperlink to the OPDIV Privacy Policy:

Not Applicable

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:

The Otter software will capture all audio and converting into text information discussed during phone discussions. No PII is involved in these conversations.

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:

Not Applicable

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

Not Applicable

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:

Otter uses physical, managerial, and technical safeguards that are designed to improve the integrity and security of inadvertent personal information that we collect and maintain.

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

Not Applicable