

US Department of Health and Human Services

Third Party Websites and Applications Privacy Impact Assessment

Date Signed:

February 28, 2022

OPDIV:

NIH

Name:

Alchemer

TPWA Unique Identifier:

T-3772362-143473

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: The personally identifiable information (PII) maintained will be determined by the specific surveys. Each survey, using Alchemer and collecting data, will maintain its own unique privacy impact assessment, with all legal authorities documented.

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:

Alchemer (formerly Survey Gizmo) is an online application that enables users or organizations to create and host content specific surveys to target audiences. NIH use of this application will be for conducting both internal and external surveys for objectives ranging from program evaluation, staff opinions and suggestions, and process improvement.

Alchemer's Privacy Policy: www.alchemer.com/privacy/

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:

There are multiple other vendors that provide similar functionality compared to Alchemer. A few include: Survey Monkey, Typeform, Google Forms, Client Heartbeat, Zoho Curvey, and Survey Planet.

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?

Other...

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

A link will be provided to the website through an email invitation to the specified survey audience, which is sent from the survey administrator.

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:

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:

For NIH purposes, email addresses are the only personal identifier which the public could make available to the Operating Division (OPDIV) through the use of Alchemer. The intended use of PII is to have an electronic location to send the survey to the specified user.

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 only PII that will/could be shared are individual's email addresses that are in the target survey audience. This PII will be shared to the survey administrator to confirm who has or has not completed the requested survey.

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

The limited PII that is shared is only accessible to the survey administrator who holds the Alchemer

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:

The PII maintained will be determined by the specific surveys. Each survey, using Alchemer and collecting data, should maintain its own unique privacy impact assessment, with all legal authorities documented.

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

NIH Institute and Centers (IC's) will post a privacy notice in the summary section of the survey.

Alchemer privacy policy states that they do not retain any outside information and that sharing of any survey related data is the responsibility of the survey administrators.