

US Department of Health and Human Services

Third Party Websites and Applications Privacy Impact Assessment

Date Signed:

May 18, 2020

OPDIV:

OS

Name:

Microsoft Forms

TPWA Unique Identifier:

T-6066922-015966

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: N/A

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:

Data gathering for Internet Explorer (IE)11 retirement planning. Microsoft is going to retire (decommission) Internet Explorer, which means that IE will no longer receive security or technical support. IE 11 is the current and last version of IE. Some customers' web applications might need to be upgraded for compatibility with newer browsers like Edge and Chrome. We are using the Forms survey to gather information about how many applications might need to be upgraded, and how long/how much effort this will take. This input will help us to develop a plan to retire IE 11 that will take customers' business needs into account.

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 - not reaching the public

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...N/A

Please describe how the public navigate to the third-party website or application:

No public involvement

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 nongovernmental 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:

N/A

Is an OPDIV Privacy Notice posted on the third-party 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:

Federal employee and contractor respondent email address and name

Use of personally identifiable information (PII): To follow-up with respondents, as needed

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 sharing outside of the Office of the Secretary (OS)

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

N/A

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:

Microsoft Forms is a part of HHS Office 365 system cloud computing Software as a Service (SaaS) solution for email, collaboration, and communication tools. As such, Microsoft Forms leverages Office 365's administrative, technical, and physical controls to secure Personally Identifiable Information.

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

SharePoint site controls users to Office of Operations/Program Integration (OPS/PI) team; survey data will not be shared beyond the OPS/PI team; no other privacy risks exist that we're aware of.