

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