US Department of Health and Human Services

Privacy Impact Assessment

Date Signed:
04/22/2014

OPDIV:
CDC

Name:
Create-IT

PIA Unique Identifier:
P-5467326-565558

The subject of this PIA is which of the following?
Minor Application (child)

Identify the Enterprise Performance Lifecycle Phase of the system.
Operations and Maintenance

Is this a FISMA-Reportable system?
No

Does the system include a Website or online application available to and for the use of the general public?
No

Identify the operator.
Agency

Is this a new or existing system?
New

Does the system have Security Authorization (SA)?
No

Indicate the following reason(s) for updating this PIA.

Describe the purpose of the system.
Create-IT allows CDC users to make requests for Office of the Associate Director of Communication (OADC) services. It also allows OADC divisions to manage these requests.

Describe the type of information the system will collect, maintain (store), or share.
OADC service request information. This includes all of the information needed to make a request for an OADC service. OADC has services that cover graphics, broadcast, photography, translation, and a variety of communication strategy consultations. This information is usually enough to start the process, such as dates and brief descriptions of the clients needs.

Provide an overview of the system and describe the information it will collect, maintain (store), or share,
CDC users can use the Create-IT intranet portal to enter their request information. This is the basic information needed to initiate a job, such as: titles, dates, languages, descriptions, etc. The Create-IT system also provides OADC users with the ability to manage these jobs. This information includes: time lines, CDC user assignments, and notes about job progress. This information is stored with a job number and can be viewed and reported on during the life cycle of the job and after it is completed.

Does the system collect, maintain, use or share PII?
No