



NTSB Privacy Impact Assessment

System Information

What is the Privacy Act systems of records notice number and the system name?

- *NTSB-15, NTSB Staff Database System.*

What is the purpose and intended use of this system?

- *The NTSB uses the data in this system to control access to various NTSB applications that require a listing of employees by office and position. The NTSB also generates a listing of employees' names and offices for an internal office telephone directory from this list.*

What legal authority authorizes the system/application?

- *Federal Information Security Management Act, enacted as Title III of E-Government Act of 2002, Pub. L. No. 107-347, 116 Stat. 2899 (codified at 44 U.S.C. 3541 et seq.).*

Data in the System

What categories of individuals are covered in the system?

- *All individuals who have/had a domain account on the agency's network. These individuals include: former and current NTSB employees, consultants, contractors, interns, and employees from other Federal agencies who are temporarily assigned to work at the NTSB.*
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What are the sources of information in the system?

- *The NTSB obtains the information for records within this system from the individual, after the individual has provided the information to the NTSB Office of Administration, Human Resources Division.*
- *Records within this system include the individual's name, position title, office/division, employment date range, and managerial status currently held within the agency, and may also include a photograph, personal or agency-issued cell phone number(s), and a history of the individual's previous agency positions and titles.*

How does the Safety Board ensure that data are sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations about any individual and ensuring data access?

- *The NTSB maintains these computerized records in a secure, password protected computer system. Access to and use of these records is limited*

to those persons whose official duties require such access, and the username, date and time of any additions or edits is logged. This system conforms to all applicable Federal laws and regulations, as well as NTSB policies and standards, as they relate to information security and data privacy. In this regard, the following laws and regulations may apply: the Privacy Act of 1974; the Federal Information Security Management Act of 2002; the Computer Fraud and Abuse Act of 1986; the Health Insurance Portability and Accountability Act of 1996; the E-Government Act of 2002; and corresponding regulations implementing these statutes.

Maintenance of Administrative Controls

What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept? Where are the procedures documented?

- *The NTSB maintains this data for the duration of the use of the applications for which the data supports. The NTSB marks inactive or former employees as such, but maintains the data for historical relevance and auditing purposes.*

Will this system provide the capability to identify, locate, and monitor individuals?

- *No.*

Access to Data

Are contractors involved with the design and development of the system and/or will they be involved with the maintenance of the system?

- *No.*

If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?

Do other systems share data or have access to the data in the system?

- *Only those integrated with process use. In addition to the disclosures permitted under subsection (b) of the Privacy Act, and described in Appendix A, in Federal Register (General Routine Uses Applicable to All Systems of Records), the NTSB may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine use:*

Disclosure to other Federal agencies that need the information for an audit or investigation.

Who will be responsible for protecting the privacy rights of the public and employees affected by the interface and proper use of the data?

- *Chief, Systems Support Division, Office of the Chief Information Officer, 490 L'Enfant Plaza, SW, Washington, DC 20594.*

Will other agencies share or have access to the data in this system and how?

- *No. However, very limited data may be shared with other agencies:*

In addition to the disclosures permitted under subsection (b) of the Privacy Act, and described in Appendix A, in Federal Register (General Routine Uses Applicable to All Systems of Records), the NTSB may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine use:

Disclosure to other Federal agencies that need the information for an audit or investigation.