



NTSB Privacy Impact Assessment

System Information

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

- *NTSB-8, FOIA and Privacy Act Request System*

What is the purpose and intended use of this system?

- *The NTSB maintains these records to process requests made under the provisions of the Freedom of Information Act and Privacy Act of 1974.*

What legal authority authorizes the system/application?

- *The Freedom of Information Act, as amended, (codified at 5 U.S.C. § 552); the Privacy Act of 1974, as amended (codified at 5 U.S.C. § 552a).*

Data in the System

What categories of individuals are covered in the system?

- *Persons who submit requests for NTSB records under the Freedom of Information Act (FOIA) or the Privacy Act (PA), and administrative appeals based on responses to those requests.*

What are the sources of information in the system?

- *The NTSB obtains the information from the individuals who submit requests and administrative appeals pursuant to FOIA and PA, agency records obtained in the process of responding to such requests and appeals and NTSB personnel who handle such requests and appeals.*

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?

- *Paper records are maintained in lockable file cabinets or shelving and computerized records are maintained in secure, password protected computer system. Access to and use of these records is limited to those persons whose official duties require such access that is restricted through electronic keycards to enter the facility where records are located. Access to and use of these records is limited to those persons whose official duties require such access, and the Facility Security Access Control System (NTSB—24) logs the date and time that each electronic keycard was used to enter the location. 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 retains the records in this system until disposition or destruction is authorized by title 44 of the United States Code or the National Archives and Records Administration's General Records Schedule 14. The NTSB also disposes of records within this system in accordance with General Records Schedule 14.*

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?

- *No.*

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, Records Management 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.*