



NTSB Privacy Impact Assessment

System Information

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

- *NTSB-14, Information Request System*

What is the purpose and intended use of this system?

- *The NTSB uses the data in this system to provide individuals and organizations, at their request, with publicly available information that the NTSB produces.*

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What legal authority authorizes the system/application?

- *5 U.S.C. 552(a)(2); 49 U.S.C. 1131(e)*

Data in the System

What categories of individuals are covered in the system?

- *All Individuals seeking publicly available information from the NTSB.*

What are the sources of information in the system?

- *The NTSB obtains the information from the individual seeking information from the NTSB.*
- *Information within this system includes the individual's name, address, telephone number, email address, and a description of the requested records. It may also include the individual's title, occupations and institutional affiliation.*

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 paper records within this system in lockable file cabinets that are restricted through electronic keycards to enter the facility where records are located. Computerized records are maintained 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 Facility Security Access control System (NTSB-24) logs the date and time that each electronic keycard was used to enter the locations. 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 these records until the request has been fulfilled or the individual requests removal from the system.*

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, National Transportation Safety Board, 490 L'Enfant Plaza, SW, Washington, DC 20594.*

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

- *No.*