



NTSB Privacy Impact Assessment

System Information

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

- *NTSB-17, Transportation Disaster Assistance Victim and Family Member System*

What is the purpose and intended use of this system?

- *The NTSB uses this system to maintain mailing, electronic mailing, and telephone contact information in order to provide services and information to survivors of transportation accidents, their family members, and those designated by either the accident survivor or family member to receive information.*

What legal authority authorizes the system/application?

- *49 U.S.C. 1136 and 49 U.S.C. 1139.*

Data in the System

What categories of individuals are covered in the system?

- *Survivors, family members of those involved in transportation accidents that are or have been the subject of an NTSB investigation, and those designated by either the accident survivor or family member to receive information.*

What are the sources of information in the system?

- *Individuals directly submit their own contact information for inclusion in the database; the NTSB may also obtain information from other Federal agencies that provide assistance to victims and victims' family members, and from transportation operators that may have passenger lists. Federal agencies that may provide information include the Department of Health and Human Services, Federal Bureau of Investigation, Department of State, Armed Forces Medical Examiner System, and Department of Homeland Security. Public safety agencies (i.e. law enforcement, fire, and EMS), Medical Examiners, Coroners, Emergency Management Departments, and Public Health Departments at the local or state level may also contribute information to the system. Additionally, the American Red Cross and other non-governmental organizations participating in the family assistance response may also provide information.*

The following information is collected from individuals or provided by the aforementioned agencies and organizations: name, physical address, email address, telephone number, and relationship to victim.

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?

- *Data is cross referenced between all sources. Conflicting information is resolved by communicating with the source of the information. Erroneous information identified by attempting contact is noted. An attempt is made to rectify erroneous information either by requesting clarification from the source or by attempting to establish contact with the person of interest using alternative means available.*
- *The computerized records that compose this system of 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. Paper records are maintained in locked file cabinets or shelving that is restricted through electronic keycards to enter the facility where records are located, 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?

- *There is a business need to maintain the records in this system indefinitely, unless an individual requests removal from the system. Individuals are informed that they are not obligated to provide information and can request to be removed from the system at any time via email, phone, or mail.*

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.*

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, Transportation Disaster Assistance 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. However, very limited data may be shared with other agencies. The following disclosures are permissible:*
 1. *Disclosure to the DOT and DOJ, when necessary to determine whether the survivor and/or family member has received information or services in accordance with 49 U.S.C. § 1136 and 49 U.S.C. § 1139; and*
 2. *Disclosure to federal, state, and local agencies, the designated independent nonprofit organization under 49 U.S.C. § 1136 (a)(2) or 49 U.S.C. § 1139 (a)(2), other volunteer organizations, hospitals, and any air carrier, foreign air carrier, or rail passenger carrier involved in an accident under investigation by the NTSB when necessary to determine the whereabouts and welfare of the victims involved in the transportation accident (i.e. to account for the victims involved in the accident); and*
 3. *Disclosure to any air carrier, foreign air carrier, or rail passenger carrier involved in an accident under investigation by the NTSB in order to correct survivor and/or family member contact information errors such as, frame-shifted data, transposed numbers, and other typographical errors when requested to do so by the carrier; and*
 4. *Disclosure to the FBI Office for Victim Assistance following a transfer of investigative priority to the FBI pursuant to 49 U.S.C. § 1131(2)(B) in order to provide federal crime victim service under the Victims' Right and Restitution Act of 1990, as amended (42 U.S.C. § 10607) and the Scott Campbell, Stephanie Roper, Wendy Preston, Louarna Gillis, and Nila Lynn Crime Victims' Rights Act, as amended (18 U.S.C. § 3771); and*
 5. *Disclosure to law enforcement agencies when necessary for the safety of Federal employees.*