

NED Privacy Act Data Request Form

INSTRUCTIONS:

1. Please complete and sign the form below. (Note: request must signed by an NIH government employee.)
2. Print the completed form and fax to “**NED Team**” at **301-594-1151**.
3. Request form will be submitted to the NIH Privacy Officer for review.
4. If your request is approved, the NED team will forward your request to CIT/DCSS/DBSB (CIT Division of Computer System Services/Database Systems Branch), which will grant access to the data for which you’ve been authorized.

REQUESTOR INFORMATION (Please print)

NAME _____ PHONE _____
NIH ID# _____ BUILDING _____
IC _____ ROOM _____

Privacy Act:

I understand that the data I am requesting is covered under the NIH Enterprise Directory (NED) Privacy Act System of Record Notice (SORN). I am requesting access to this data in order to carry out my professional agency duties. I agree that the data will be used only for the specific purpose described in this request. I agree to safeguard this data and restrict further access to only those individuals with an official, business reason to access the data. I further agree not to release records improperly to a person not entitled to receive them, willfully maintain a Privacy Act system of records without publishing it in the Federal Register, and request or obtain a record about an individual under false pretenses. I understand that if I fail to comply with these requirements, I am subject to criminal penalties under the Privacy Act, which may include a misdemeanor charge, jail time up to one year, fines up to \$5,000 plus court costs.

Requestor Signature: _____ Date: _____
(Must be an NIH employee)

A – Type of Request:

- 1) _____ New Request 2) _____ Change in Access 3) _____ Delete Access
4) _____ Renewal of Data Access
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B – Describe the purpose for this request and the intended use of the data.

C – List the Institutes/Centers (ICs) for which data is needed or indicate “all” if data is needed for all ICs.

D – On the form below, check the data elements to which you are requesting access.

Data Element	Data Type	Description	Comments	√
HOMEFAX	VARCHAR (30)	Home facsimile number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). Can be followed by an optional bit string (formatted according to ITU-T Recommendation T.30).		
HOMEPHONE	VARCHAR (30)	Home telephone number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). May contain extensions by following the number with a space, then 'x' , immediately followed by the extension. For example, "x35".		
HOMEPOSTALADDRESS	VARCHAR (255)	Full residential postal address of a person, including street address, city, state, and zip code. Lines are separated by '\$'.		
JPEGPHOTO	LONG RAW (0)	JPEG photograph of person.		
NIHDATEOFBIRTH	DATE	Date of birth of person.		
NIHCITYOFBIRTH	VARCHAR (40)	City of birth of person.		
NIHCOMPANYNAME	VARCHAR (128)	Company affiliation of NIH contractor.		
NIHCOMPANYPHONE	VARCHAR (30)	Company phone number of NIH contractor.		
NIHCOUNTRYOFBIRTH	VARCHAR (40)	Country of birth of person.		
NIHGENDER	CHAR (1)	Gender of person.		
NIHHHSEMPLID	CHAR (8)	HHS employee ID number assigned by EHRP		
NIHHOMEMAIL	VARCHAR (256)	Non-work associated email address of person.		
NIHJEFICCASISIX	CHAR (6)	Primary key of currently linked record of foreign visitor in the NIH John E. Fogarty International Center (JEFIC) database.		
NIHJPEGPHOTODATE	DATE	Date of person's JPEG photograph.		
NIHMDSLINTOFPS2	CHAR (6)	Primary key of currently linked record in the NIH Fellowship Payment System II (FPS2).	FPS2 FELLOW_ID_NO	
NIHMDSLINTOHRDB	CHAR (9)	Primary key of currently linked record in the HHS Human Resources Database (HRDB).	SSN	
NIHMDSLINTOJEFIC	CHAR (6)	Primary key of record of foreign visitor in the NIH John E. Fogarty International Center (JEFIC) database.	JEFIC CASISIX	
NIHPERSONSTATUS	VARCHAR (255)	Status of person within the NIH directory system: <ul style="list-style-type: none"> ▪ Active - person is an active entity within the system ▪ Transferring - person is in the process of being transferred to another organization ▪ Suspended - person's capabilities within the NIH system are limited or disabled while under review (e.g., administrative 		

Data Element	Data Type	Description	Comments	√
		leave).		
NIHSSN	CHAR (9)	Social security number of person.		
NIHSTATEOFBIRTH	VARCHAR (2)	State of birth of person.		
NIHUSCITIZEN	CHAR (1)	US citizenship status of person.		
PERSONALMOBILE	VARCHAR (32)	Personal mobile telephone number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). This attribute may contain extensions by following the number by a space then 'x' then immediately followed by the extension. For example, "x35".		
PERSONALPAGER	VARCHAR (32)	Personal pager telephone number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). This attribute may contain extensions by following the number by a space then 'x' then immediately followed by the extension. For example, "x35".		

E – The data you have requested is covered by the Privacy Act of 1974, as amended (5 U.S.C. Section 552a) because the data involves a group of records which contains information about individuals and is designed to be retrieved by an individual’s name or other personal identifier. If the data you wish to access is not an extension of the Privacy Act Systems of Record Notice, # 09-25-0216 entitled NIH Enterprise Directory (NED), please identify the applicable Privacy Act Systems of Record Notice which authorizes you and other employees and contractors working on behalf of the IC, to have access to the data you have requested. Please refer to the following link to identify the appropriate System Notice which you are using to cover the information collection:

NIH, HHS and Federal Government Privacy Act Systems of Record Notices (SORNs):
<http://oma.od.nih.gov/ms/privacy/pa-files/read02systems.htm>

If you are in doubt as to which SORN to reference, please contact your IC Privacy Coordinator listed at URL: http://oma.od.nih.gov/about/contact/browse.asp?fa_id=3 or contact the NIH Privacy Act Officer at privacy@mail.nih.gov or (301) 496-2832.

F - Enter all CIT accounts and Titan userid initials that will require access to the requested data.

CIT Account Titan userid Employee Name NIH ID#

Request Approved By:

NIH Privacy Act Officer Signature: _____ Date: _____

NIH Privacy Act Officer (Printed name): _____
