

SYSTEM NAME AND NUMBER: Health Program Records, NSF-79.

SECURITY CLASSIFICATION: None.

SYSTEM LOCATION: National Science Foundation; 2415 Eisenhower Ave.;
Alexandria, VA 22314.

SYSTEM MANAGER(S): Branch Chief, Pay and Benefits Services, Division of
Human Resource Management 2415 Eisenhower Ave.; Suite W 15000;
Alexandria, VA 22314.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. 7901 and the
National Science Foundation Act of 1950 (Public Law 81-507). To the extent
that this system includes records relating to requests for reasonable
accommodations, see also title VII of the Civil Rights Act of 1964, the
Rehabilitation Act of 1973, Executive Order 13164 (Establishing Procedures to
Facilitate the Provision of Reasonable Accommodation), and Equal Employment
Opportunity Commission (EEOC) regulations (29 CFR parts 1601 et seq.), as
applicable.

PURPOSE(S) OF THE SYSTEM: Information in this system of records is
collected and maintained to document an individual's utilization of health services
provided by the NSF Health Unit and other NSF health programs. Data is
necessary to ensure proper evaluation, diagnosis, treatment, and referral to
maintain continuity of care; a medical history of care received by the individual;
planning for further care of the individual; a means of communication among
health care members who contribute to the individual's care; and a legal
document of health care rendered. Information is also collected to help NSF

coordinate with other federal, state and local agencies when responding to health emergencies, comply with laws regarding the reporting of communicable disease, and address personnel matters such as review of medical documentation submitted in support of requests for reasonable accommodations on the basis of a disability or travel clearances.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system covers any individual who receives care at the NSF Health Unit or by Health Unit staff, or other NSF health programs. Covered individuals may include NSF federal employees, individuals working in the NSF facility or on official NSF business, including Intergovernmental Personnel Act (IPA) assignees, Visiting Scientists, Engineers, and Educators (VSEEs), NSF contractors, non-NSF government personnel or contractors, interns, fellows, volunteers, and visitors to NSF headquarters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Health screening data, patient medical records, and other information provided to the Health Unit during the course of patient intake and care, and/or information provided to other NSF health programs that NSF may participate in. These records may include personal data such as name; date of birth; address; telephone number; email address; emergency contact information; information about and obtained from an individual's physician; medical history; biographical data including about family members; examination, diagnostic, assessment, and treatment data; laboratory findings; nutrition and dietetic files; nursing notes; immunization records; vaccination records; and prescription information. In

addition, this system may contain relevant personal information that has been collected from individuals to assist NSF in making a determination regarding the individual's request for a medical exception to a vaccination requirement and/or other reasonable accommodations requested on the basis of a disability. See also SORN NSF-78.

RECORD SOURCE CATEGORIES:

Information in this system of records comes from the individual to whom it applies; laboratory reports and test results; health unit physicians, nurses, and other medical technicians who have examined, tested, or treated the individual; the individual's personal physician; other federal employee health units; and other federal, state and local agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES: The following

NSF standard routine uses apply:

1. Members of Congress. Information from a system may be disclosed to congressional offices in response to inquiries from the congressional offices made at the request of the individual to whom the record pertains.
2. Freedom of Information Act/Privacy Act Compliance. Information from a system may be disclosed to the Department of Justice or the Office of Management and Budget in order to obtain advice regarding NSF's obligations under the Freedom of Information Act and the Privacy Act.
3. Counsel. Information from a system may be disclosed to NSF's legal representatives, including the Department of Justice and other outside counsel,

where the agency is a party in litigation or has an interest in litigation and the information is relevant and necessary to such litigation, including when any of the following is a party to the litigation or has an interest in such litigation: (a) NSF, or any component thereof; (b) any NSF employee in his or her official capacity; (c) any NSF employee in his or her individual capacity, where the Department of Justice has agreed to, or is considering a request to, represent the employee; or (d) the United States, where NSF determines that litigation is likely to affect the agency or any of its components.

4. National Archives, General Services Administration. Information from a system may be disclosed to representatives of the General Services Administration and the National Archives and Records Administration (NARA) during the course of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

5. Response to an Actual or Suspected Compromise or Breach of Personally Identifiable Information. NSF may disclose information from the system to appropriate agencies, entities, and persons when: (a) NSF suspects or has confirmed that there has been a breach of the system of records; (2) NSF has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, NSF (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with NSF efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm. Furthermore, NSF may disclose

information from the system to another Federal agency or Federal entity, when NSF determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in: (1) responding to a suspected or confirmed breach; or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

6. Courts. Information from a system may be disclosed to the Department of Justice or other agencies in the event of a pending court or formal administrative proceeding, when the information is relevant and necessary to that proceeding, for the purpose of representing the government, or in the course of presenting evidence, or the information may be produced to parties or counsel involved in the proceeding in the course of pre-trial discovery.

7. Contractors. Information from a system may be disclosed to contractors, agents, experts, consultants, or others performing work on a contract, service, cooperative agreement, job, or other activity for NSF and who have a need to access the information in the performance of their duties or activities for NSF.

8. Audit. Information from a system may be disclosed to government agencies and other entities authorized to perform audits, including financial and other audits, of the agency and its activities.

9. Law Enforcement. Information from a system may be disclosed, where the information indicates a violation or potential violation of civil or criminal law, including any rule, regulation, or order issued pursuant thereto, to appropriate

Federal, State, or local agencies responsible for investigating, prosecuting, enforcing, or implementing such statute, rule, regulation, or order.

10. Disclosure When Requesting Information. Information from a system may be disclosed to Federal, State, or local agencies which maintain civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

11. To the news media and the public when: (1) a matter has become public knowledge, (2) the NSF Office of the Director determines that disclosure is necessary to preserve confidence in the integrity of NSF or is necessary to demonstrate the accountability of NSF's officers, employees, or individuals covered by this system, or (3) the Office of the Director determines that there exists a legitimate public interest in the disclosure of the information, except to the extent that the Office of the Director determines in any of these situations that disclosure of specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

In addition to the standard routine uses, information may be disclosed as follows:

12. Medical personnel under a contract agreement with NSF.

13. To disclose information to a federal, state, or local agency to the extent necessary to comply with laws governing reporting of communicable disease.

14. Appropriate federal, state, or local agencies responsible for investigation of

an accident, disease, medical condition, or injury as required by pertinent legal authority.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Records in this system are stored electronically in secure facilities or on paper. Electronic records are maintained in a secure password-protected environment. Permission level assignments will allow internal agency users access only to those functions for which they are authorized. All paper records are maintained in secure, access-controlled areas or buildings. Paper records are stored in a locked drawer, behind a locked door or at a secure offsite location.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Records are retrieved by an individual's name or other unique personal identifier such as an email address or phone number.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: All data maintained by this system of records are retained and destroyed in accordance with the NARA Records Schedule 2.7; item 010 (clinic scheduling records); items 060, 061, and 062 (occupational individual medical case files); and item 070 (non-occupational individual medical case files).

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Records in this system are safeguarded in accordance with applicable law, rules, and policies, including all applicable NSF automated systems security and access policies. Strict controls have been imposed to minimize the risk of compromising the information that is being stored. Access to the computer system containing

electronic records in this system is limited to those individuals who have a need to know (including medical personnel under a contract agreement) the information for the performance of their official duties. These records are maintained in a secure password-protected environment. All users are required to take annual NSF IT Security and Privacy Awareness Training, which covers the procedures for handling Sensitive but Unclassified Information, including personally identifiable information (PII).

RECORD ACCESS PROCEDURES: Individuals seeking to access information about themselves contained in this system are required to follow the procedures found at 45 CFR part 613.

CONTESTING RECORD PROCEDURES: Individuals seeking to contest information about themselves contained in this system are required to follow the procedures found at 45 CFR part 613.

NOTIFICATION PROCEDURES: Individuals requesting access to or contesting records contained in this system will be notified according to the procedures found at 45 CFR part 613.

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: None.