

## NASA IT Privacy Impact Assessment (PIA) Analysis Worksheet

<b>Application Name:</b> (generally the name that the system is accessed by. www.nasa.gov, when Web enabled, for example)	<b>NASA.ASEE.ORG</b>
<b>Application Owner:</b> Person responsible for funding	<b>Anthony M. Springer</b> Phone Number:202-358-0848 E-Mail:tony.springer@nasa.gov
<b>System Manager:</b> Person responsible for technical operation	<b>Steve Woodward</b> Phone Number: 202-331-3518 E-Mail: s.woodward@asee.org
<b>NASA Cognizant Official:</b> NASA individual responsible for management of daily operations	<b>ANTHONY M. SPRINGER</b> Phone Number: 202.358.0848 E-Mail: anthony.m.springer@nasa.gov
<b>Activity/Purpose of Application:</b>	Application for Aeronautics Scholarship Program
<b>Mission Program/Project Supported:</b>	Aeronautics research Mission Directorate
<b>IT Security Plan Number:</b>	NN-101-M-NHQ-0018
<b>System Location:</b> (Center or contractor office building, room, city and state)	Center:American Society for Engineering Educatio Street Address:1818 N St. NW Building:STE 600 City:Washington State:DC ZIP:2700-0134
<b>Privacy Act System of Records (SOR) number:</b>	10NASP
<b>OMB Information Collection Approval Number and Expiration Date:</b>	2700-0134 28 FEB 09
<b>Other Identifying Numbers:</b>	NNH 08CC19C

Privacy Question Sets	Response	Comments
<b>Section I - System Characterization and Data Categorization</b> Questions 1-18 must be completed for all systems as part of the IT Security Certification and Accreditation Process.		
1. Is this a new system or has any of the major changes listed in the Comments column occurred to the system since April 2003 or the conduct of the last PIA?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> This is a new system not in production previously <input type="checkbox"/> This system has never previously been assessed <input type="checkbox"/> Conversions <input type="checkbox"/> Anonymous to Non-Anonymous <input type="checkbox"/> Significant System Management Changes <input type="checkbox"/> Significant Merging <input type="checkbox"/> New Public Access <input type="checkbox"/> Commercial Sources <input type="checkbox"/> Internal Flow or Collection <input type="checkbox"/> New Interagency Use <input type="checkbox"/> Alteration in Character of Data
2. Does/will the system provide a new, or modernize/enhance an existing capability, service or function for NASA?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	<input type="checkbox"/> Is over \$500,000 in value. <input type="checkbox"/> Affects more than one Center. <input checked="" type="checkbox"/> Affects more than 100 people. <input type="checkbox"/> Is a major investment requiring an OMB 300 (also called an exhibit 300). <input type="checkbox"/> Enterprise Architecture review of the system has been directed by the Mission Directorate CIO, Center CIOS, NASA CIO, or Program/Project/Service Manager.
3. Does/will the system contribute to the continuation or longevity of a previous NASA investment for capability, service or function?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	<input type="checkbox"/> Is over \$500,000 in value. <input type="checkbox"/> Affects more than one Center. <input type="checkbox"/> Affects more than 100 people. <input type="checkbox"/> Is a major investment requiring an OMB 300 (also called an exhibit 300). <input type="checkbox"/> Enterprise Architecture review of the system has been directed by the Mission Directorate CIO, Center CIOS, NASA CIO, or Program/Project/Service Manager.

Privacy Question Sets	Response	Comments
4. Does the system represent some balanced combination (50/50, 60/40, 70/30) of the previous 2 questions (e.g., developing a new capability, service or function while contributing to the continuation of a previous NASA investment)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	<input type="checkbox"/> Is over \$1,000,000 in total lifecycle value (Initial Development + Est. Lifecycle) <input type="checkbox"/> Affects more than one Center. <input type="checkbox"/> Affects more than 100 people. <input type="checkbox"/> Is a major investment requiring an OMB 300 (also called an exhibit 300). <input type="checkbox"/> Enterprise Architecture review of the system has been directed by the Mission Directorate CIO, Center CIOs, NASA CIO, or Program/Project/Service Manager.
5. Does/Will the system contain Federal records?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
6. If the system contains/will contain Federal records, under which disposition authority item in the NASA Records Retention Schedules (NRRS) or the General Records Schedules (GRS) are/will the records be retained and disposed of or archived?	<input checked="" type="radio"/> NRRS <input type="radio"/> GRS <input type="radio"/> None	Schedule 1, item 32
7. Are the records in this system (or will they be) generated in the process of NASA program/project formulation, design, development, or operation as described in NPR 7120?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
8. Are the records Vital records for the organization?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
9. Are backup files (tapes or other media) being stored off-site?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
10. Does/will the system collect information in a standard way (forms, web enabled form, survey, questionnaire, etc) from members of the public (including contractors), regardless of format (paper, electronic or oral)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	<input checked="" type="checkbox"/> Personal identifying information <input checked="" type="checkbox"/> Other (Describe): Name, Address, Phone, E-Mail, School and Academic Records, Graduate Record Examination (GRE) scores, research proposal and personal reference information
11. Is the information collection indicated above authorized by an OMB Approval Number under the Paperwork Reduction Act (PRA)? If yes, please provide PRA Approval Number under Comments.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	PRA OMB Approval Number: 2700-0134

Privacy Question Sets	Response	Comments
<p>12. Does/Will the system contain (store) information in identifiable form (IIF) within any database(s), record(s), file(s) or Web site(s) hosted by this system? If yes, check all that apply in the Comments column. If the category of personal information is not listed, please check Other and identify the category. Please note: This question seeks to identify all personal information contained within the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation.</p>	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA         </p>	<p> <input checked="" type="checkbox"/> Personal Information  <input checked="" type="checkbox"/> Name  <input checked="" type="checkbox"/> Date of birth  <input checked="" type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)  <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)  <input type="checkbox"/> Driver license  <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)  <input type="checkbox"/> Mother maiden name  <input type="checkbox"/> Vehicle identifiers (e.g., license plates)  <input checked="" type="checkbox"/> Mailing address  <input checked="" type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)  <input type="checkbox"/> Medical records numbers  <input type="checkbox"/> Medical notes  <input checked="" type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])  <input type="checkbox"/> Certificates (e.g., birth, death, and marriage)  <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)  <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)  <input type="checkbox"/> Web Uniform Resource Locators (URL)  <input checked="" type="checkbox"/> E-mail address  <input checked="" type="checkbox"/> Education records  <input type="checkbox"/> Military status and/or records  <input type="checkbox"/> Employment status and/or records  <input type="checkbox"/> Foreign activities and/or interests  <input type="checkbox"/> Other (Describe):         </p>

Privacy Question Sets	Response	Comments
<p>13. Indicate all the categories of individuals about whom IIF is or will be collected.</p>	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA         </p>	<p>Categories of individuals:</p> <p> <input type="checkbox"/> Employees  <input checked="" type="checkbox"/> Members of the public (excluding contractors and partners)  <input type="checkbox"/> Patients  <input type="checkbox"/> Business partners/contractors (including, but not limited to federal, state, local agencies)  <input type="checkbox"/> Vendors/Suppliers/Contractors  <input type="checkbox"/> Other:         </p>

Privacy Question Sets	Response	Comments
<p>14. Are records on the system or will records on the system be retrieved by one or more data elements?</p>	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA         </p>	<p> <input type="checkbox"/> Personal Information  <input checked="" type="checkbox"/> Name  <input type="checkbox"/> Date of birth  <input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)  <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)  <input type="checkbox"/> Driver license  <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)  <input type="checkbox"/> Mother maiden name  <input type="checkbox"/> Vehicle identifiers (e.g., license plates)  <input type="checkbox"/> Mailing address  <input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)  <input type="checkbox"/> Medical records numbers  <input type="checkbox"/> Medical notes  <input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])  <input type="checkbox"/> Certificates (e.g., birth, death, and marriage)  <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)  <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)  <input type="checkbox"/> Web Uniform Resource Locators (URL)  <input type="checkbox"/> E-mail address  <input checked="" type="checkbox"/> Education records  <input type="checkbox"/> Military status and/or records  <input type="checkbox"/> Employment status and/or records  <input type="checkbox"/> Foreign activities and/or interests  <input type="checkbox"/> Other (Describe):         </p>
<p>15. Are/Will records on 10 or more members of the public containing IIF [be] maintained, stored or transmitted/passed through this system?</p>	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA         </p>	
<p>16. Is the system (or will it be) subject to the Privacy Act?</p>	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA         </p>	

Privacy Question Sets	Response	Comments
17. Has a Privacy Act System of Records (SOR) Notice been published in the Federal Register for this system? If no, choose the reason of why not or specify other reason in the Comments column.	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	<input type="checkbox"/> No IIF is contained in the system. <input type="checkbox"/> IIF is in the system, but records are not retrieved by individual identifier. <input type="checkbox"/> Should have published an SOR, but was unaware of the requirement. <input type="checkbox"/> System is required to have an SOR but is not yet procured or operational. <input checked="" type="checkbox"/> Other (Describe): SORN 10NASP Submitted for publishing 18 FEB 09.
18. If a SOR Notice has been published, have major changes to the system occurred since publication of the SOR?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
<b>Section II - Information Sharing Practices</b>		
Questions 19 through 32 concern the way in which information is used, transferred, stored, and processed. These questions are especially critical to determining whether the use and operation of the system is consistent with federal law and regulations.		
19. Is the IIF in the system voluntarily submitted (or will it be)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
20. Does/Will the system collect IIF directly from individuals?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
21. Does/Will the system collect IIF from other resources (i.e., databases, Web sites, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
22. Does/Will the system populate data for other resources (i.e., do databases, Web sites, or other resources rely on this system's data)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Resource and Purpose: 1 2 3 4 Other
23. Does/Will the system share or disclose IIF with agencies external to NASA, or other people or organizations outside NASA?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	With whom and for what purpose: 1 2 3 4 Other

Privacy Question Sets	Response	Comments
24. If the IIF in the system is or will be matched against IIF in one or more other computer systems internal or external to NASA, are (or will there be) computer data matching agreement(s) in place?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	Location of other systems involved in matching: <input type="checkbox"/> Internal to NASA <input type="checkbox"/> External to NASA Other systems involved in matching:
25. Will the IIF be de-identified, aggregated, or otherwise made anonymous?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	<input type="checkbox"/> De-identified <input type="checkbox"/> Aggregated <input type="checkbox"/> Anonymous
26. Is there a process, either planned or in place, to notify organizations or systems that are dependent upon the IIF contained in this system when changes occur (i.e., revisions to IIF, when the system encounters a major change, or is replaced)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	
27. Is there a process, either planned or in place, to notify and obtain consent from the individuals whose IIF is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
28. Is there (or will there be) a process in place for individuals to choose how their IIF is used?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Process:
29. Is there (or will there be) a complaint process in place for individuals who believe that their IIF has been inappropriately obtained, used, or disclosed, or that the IIF is inaccurate?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
30. Are there (or will there be) processes in place for periodic reviews of IIF contained in the system to ensure the data's integrity, availability, accuracy, and relevance?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	



Privacy Question Sets	Response	Comments
31. Are there (or will there be) rules of conduct in place for access to IIF on the system?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	<input type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors For what purpose: 1 Scholarship Payment Processing 2 Administration and Maintenance 3 4 Other
32. Is there (or will there be) a process in place to log routine and non-routine disclosures and/or unauthorized access?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Disclosures logged (check all apply): <input type="checkbox"/> Routine <input checked="" type="checkbox"/> Non-routine <input type="checkbox"/> Public Internet (Describe):
<b>Section III - Web Site Hosting Practices</b> Questions 33 through 46 concern systems that host Web sites. If a system hosts a Web site, system owners must comply with requirements involving notice and information collection practices. If the system does not host a Web site, the majority of these questions can be answered 'N/A'.		
33. Does/Will the system have a Web interface?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Type of site (check all apply): <input checked="" type="checkbox"/> Public Internet (Describe): Public site for graduate level scholarship students <input type="checkbox"/> Internal NASA (Describe):
34. Is the Web site (or will it be) accessible by the public or other entities (i.e., federal, state, and local agencies, contractors, third-party administrators, etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	1 General Public 2 Students with Scholarship Interests 3 4
35. Is the Agency Web site privacy policy statement posted (or will it be posted) on the Web site?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
36. Is the Web site's privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Implementation Plan: Discussed and working with them to re-implement

Privacy Question Sets	Response	Comments
37. Does/Will the Web site employ persistent tracking technologies?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	<input type="checkbox"/> Session cookies <input type="checkbox"/> Persistent cookies <input type="checkbox"/> Web bugs <input type="checkbox"/> Web beacons <input type="checkbox"/> Other (Describe): Authorizing Official: Authorizing Date:
38. Does/Will the Web site collect or maintain personal information from or about children under the age of 13?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
39. Does/Will the Web site collect or maintain personal information from or about children under the age of 13, please indicate how the information is collected?	<input checked="" type="radio"/> NA	What Information is collected: How the information is collected (check all apply): <input type="checkbox"/> Actively directly from the child <input type="checkbox"/> Passively through cookies
40. If the Web site does/will collect or maintain personal information from or about children under the age of 13, is the information shared with any non-NASA organizations, grantees, universities, etc.?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	Information is shared with:
41. If the Web site does/will collect or maintain personal information from or about children under the age of 13, specify what method is used for obtaining parental consent?	<input checked="" type="radio"/> NA	Method used for obtaining parental consent (check all apply): <input type="checkbox"/> No consent is obtained <input type="checkbox"/> Simple email <input type="checkbox"/> Email accompanied by digital signature <input type="checkbox"/> Signed form from the parent via postal mail or facsimile <input type="checkbox"/> Accepting and verifying a credit card number in connection with a transaction <input type="checkbox"/> Taking calls from parents, through a toll-free telephone number staffed by trained person

Privacy Question Sets	Response	Comments
<p>42. Does/Will the Web site collect IIF electronically from any individuals?</p>	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA         </p>	<p> <input checked="" type="checkbox"/> Personal Information  <input checked="" type="checkbox"/> Name  <input checked="" type="checkbox"/> Date of birth  <input checked="" type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)  <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)  <input type="checkbox"/> Driver license  <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)  <input type="checkbox"/> Mother maiden name  <input type="checkbox"/> Vehicle identifiers (e.g., license plates)  <input checked="" type="checkbox"/> Mailing address  <input checked="" type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)  <input type="checkbox"/> Medical records numbers  <input type="checkbox"/> Medical notes  <input checked="" type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])  <input type="checkbox"/> Certificates (e.g., birth, death, and marriage)  <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)  <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)  <input type="checkbox"/> Web Uniform Resource Locators (URL)  <input checked="" type="checkbox"/> E-mail address  <input checked="" type="checkbox"/> Education records  <input type="checkbox"/> Military status and/or records  <input type="checkbox"/> Employment status and/or records  <input type="checkbox"/> Foreign activities and/or interests  <input checked="" type="checkbox"/> Other (Describe): demographic data         </p>

Privacy Question Sets	Response	Comments
<p>43. Does/Will the Web site provide a PDF form to be completed with IIF from any individuals and then mailed or otherwise provided to NASA?</p>	<p> <input type="radio"/> Yes  <input checked="" type="radio"/> No  <input type="radio"/> NA </p>	<p> <input type="checkbox"/> Personal Information  <input type="checkbox"/> Name  <input type="checkbox"/> Date of birth  <input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)  <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)  <input type="checkbox"/> Driver license  <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)  <input type="checkbox"/> Mother maiden name  <input type="checkbox"/> Vehicle identifiers (e.g., license plates)  <input type="checkbox"/> Mailing address  <input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)  <input type="checkbox"/> Medical records numbers  <input type="checkbox"/> Medical notes  <input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])  <input type="checkbox"/> Certificates (e.g., birth, death, and marriage)  <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)  <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)  <input type="checkbox"/> Web Uniform Resource Locators (URL)  <input type="checkbox"/> E-mail address  <input type="checkbox"/> Education records  <input type="checkbox"/> Military status and/or records  <input type="checkbox"/> Employment status and/or records  <input type="checkbox"/> Foreign activities and/or interests  <input type="checkbox"/> Other (Describe): </p>
<p>44. Does/Will the Web site share IIF with other organizations within NASA, agencies external to NASA, or other people or organizations outside NASA?</p>	<p> <input type="radio"/> Yes  <input checked="" type="radio"/> No  <input type="radio"/> NA </p>	<p>With whom Information is shared:</p> <p>1</p> <p>2</p> <p>Other</p>

Privacy Question Sets	Response	Comments
45. Are rules of conduct in place (or will they be in place) for access to IIF on the Web site?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	<input checked="" type="checkbox"/> Users <input type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors For what purpose: 1 Administration of Scholarship Programs 2 3 4 Other
46. Does/Will the Web site contain links to sites external to the Center that owns and/or operates the system?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	<input checked="" type="checkbox"/> Disclaimer notice for all external links
<b>Section IV - Administrative Controls</b> Administrative controls are safeguards to ensure proper management and control of information and information systems. These safeguards include policies, the PIA itself, and certification and accreditation (CA) programs. Questions 47 through 52 are relevant to the administrative controls that are in place to protect the IIF in the system in question.		
47. Has the system been certified and accredited (authorized to operate): 'y' or 'n'?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	C&A Plan/Timeline: IATO is being issued by Tony Springer at NASA HQ. Security Plan was submitted and reviewed by IT&CD, Greg Kerr.
48. Have personnel (system owners, managers, operators, contractors and/or program managers) using the system been (or will they be) trained and made aware of their responsibilities for protecting the IIF being collected and maintained?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
49. Who has/will have access to the IIF on the system?	<input type="radio"/> Hidden	Check all that apply <input type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Others
50. If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

Privacy Question Sets	Response	Comments
51. Are methods in place to ensure that access to IIF is restricted to only those required to perform their official duties?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Method(s): Usernames and passwords Data encryption
52. Are there policies or guidelines in place for the retention and destruction of IIF within the application/system?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Policies/Practices: Standard storing of applicant data for 3 years.
<b>Section V - Technical Controls</b> Technical controls are safeguards that the computer system generally executes. Technical safeguards include password protection, firewalls, and cryptography. All of these items are covered in NASA Security plans that should be in place for every system. Questions 53, 54, and 55 focus on the technical controls of the system.		
53. Are technical controls in place to minimize the possibility of unauthorized access, use, or dissemination of the data in the system (or will there be)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
54. Are any of the password controls listed in the Comments column in place (or will there be)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	Check all that apply: <input type="checkbox"/> Passwords expire after a set period of time. <input type="checkbox"/> Accounts are locked after a set period of inactivity. <input type="checkbox"/> Minimum length of passwords is eight characters. <input type="checkbox"/> Passwords must be a combination of uppercase, lowercase, and special characters. <input type="checkbox"/> Accounts are locked after a set number of incorrect attempts.
55. Is there (or will there be) a process in place to monitor and respond to privacy and/or security incidents?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
<b>Section VI - Physical Controls</b> Physical controls are measures taken to protect systems, buildings, and related supporting infrastructure against threats associated with their physical environment. These safeguards might include protections against fire, structural collapse, plumbing leaks, physical access controls, and controls against the intercept of data. Question 56 concerns physical controls applied to the system.		
56. Are physical access controls in place (or will they be)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

## Privacy Impact Assessment (PIA) Summary

Date of this Submission: Feb 18, 2009

NASA Center: American Society for Engineering Educatio

Application Name: NASA.ASEE.ORG

Is this application or information collection new or is an existing one being modified? New

Does this application collect, maintain, and/or disseminate information in identifiable form (IIF)? Yes

Mission Program/Project Supported: Aeronautics research Mission Directorate

Identifying Numbers (Use N/A, where appropriate)

Privacy Act System of Records Number: 10NASP

OMB Information Collection Approval Number and Expiration Date: 2700-0134 28 FEB 09

Other Identifying Number(s): NNH 08CC19C

### Description

**1. Provide an overview of the application or collection and indicate the legislation authorizing this activity:**

As part of the fellowship application, applicants provide information using the online application module that was created by ASEE. Applicants complete drop down menus and check boxes, as part of the application. They also upload essays and resumes that are converted to PDF format by the module.

**2. Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory:**

As part of the fellowship application, applicants provide information regarding their current academic institution, essay, GPA, academic discipline and class standing. This information is mandatory. Applicants are also asked questions on a voluntary basis regarding their race, gender, ethnicity.

**3. Explain how the IIF is collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort:**

The IIF is collected through the online module, and it is maintained on a secure database that is housed at ASEE. The data is not disseminated for all applicants. The only data disseminated includes awardee first name, last name, schools, gender, race/ethnicity, institution and discipline once the online module has been closed.

**4. Explain why the IIF is being collected, maintained, or disseminated:**

The IIF is being collected to provide a package of student data that can be collected and reviewed by a group of academic panelists, in support of scholarship funding.

**5. Identify with whom the agency will share the IIF:**

ASEE and NASA ARMD only.

**6. Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of the information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g. written notice, electronic notice if a Web-based collection). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared:**

The IIF will be obtained from applicants to the fellowship, using the online application module that was created by ASEE. Applicants are asked to check a box to consent to their information being used in the selection process.

**7. State whether the personal information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998):**

Information will not be collected from people under 13 years of age.

**8. Describe how the IIF will be secured:**

IIF data is encrypted using 256 bit AES encryption. The data is encrypted in all locations in which it is stored on electronic media, including any backups to disk or tape. The hardware on which the electronic media reside is inside a server room secured by a physical lock. Access to the data requires a user id and password.

**9. Describe plans for retention and destruction on IIF:**

IIF data will be retained for the duration of the contract and in accordance with current NASA Records Retention and Disposal guidelines. Retention is extended after the contract for as long as deemed appropriate or required by the program manager. When destruction is ordered ASEE will scrub the drives by overwriting the files with random data up to 32 times during deletion.

**10. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained:**

NASA System of Records Notice 10NASP.

**Point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it:** ASEE Program Manager (202-331-3500)



This represents PIA approval with the understanding that the following follow-up actions will be completed:

1. P3P Machine Readable Privacy Policy will be implemented as required.

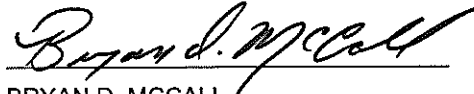
Concur:



ANTHONY M. SPRINGER  
NASA Cognizant Official

Date 2/18/09

Concur:



BRYAN D. MCCALL  
Center Privacy Manager

Date 2/18/09

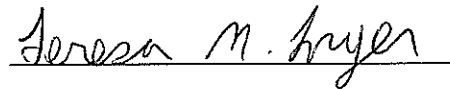
Concur:



KELLY CARTER  
NASA Headquarter Center CIO (Acting)

Date 2/18/09

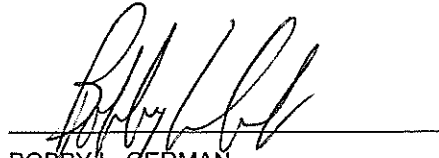
Concur:



TERESA M. FRYER  
NASA Privacy Programs Manager

Date 2-19-09

Approve:



BOBBY L. GERMAN  
NASA CIO

Date 2/20/09