

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

**System Name:**

(generally the name that the system is accessed by. www.nasa.gov, when Web enabled, for example)

**LERCIP**

**System Owner:**

Person responsible for funding

**Susan Gott**

Phone Number:216-433-3833

E-Mail:Susan.F.Gott@nasa.gov

**System Manager:**

Person responsible for technical operation

**Irene Wirkus**

Phone Number: 216-433-9399

E-Mail: Irene.a.wirkus@nasa.gov

**NASA Cognizant Official:**

NASA individual responsible for management of daily operations

**SUSAN F. GOTT**

Phone Number: 216.433.3833

E-Mail: Susan.F.Gott@nasa.gov

**Activity/Purpose of System:**

LERCIP application processing

**Mission Program/Project Supported:**

Educational Programs Office - LERCIP Higher Ed

**IT Security Plan Number:**

OA-9999-M-GRC-2202

**System Location:**

(Center or contractor office building, room, city and state)

Center:GRC

Street Address:21000 Brookpark Rd.

Building:142

City:Cleveland

State:OH

ZIP:44135

**Privacy Act System of Records (SOR) number:**

NASA 10SPER Special Personnel Records

**OMB Information Collection Approval Number and Expiration Date:**

Emergency PRA request to Walter Kit, HQ - working with NASA Cognizant Official, Sue Gott

**Other Identifying Numbers:**

\* An "Information System" is defined as discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

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 type="checkbox"/> This is a new system not in production previously <input checked="" 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 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.

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 checked="" type="radio"/> Yes <input type="radio"/> No <input 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 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.
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	3.14 NASA Special Employment Files
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 checked="" type="radio"/> Yes <input type="radio"/> No <input 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 type="checkbox"/> Other (Describe):
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 type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	PRA OMB Approval Number: <a href="#">Emergency PRA being prepared by Walter Kit, HQ</a>

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 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 checked="" 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>

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> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employees</li> <li><input checked="" type="checkbox"/> Members of the public (excluding contractors and partners)</li> <li><input type="checkbox"/> Patients</li> <li><input type="checkbox"/> Business partners/contractors (including, but not limited to federal, state, local agencies)</li> <li><input type="checkbox"/> Vendors/Suppliers/Contractors</li> <li><input type="checkbox"/> Other:</li> </ul>

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 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 members of the public or more individuals 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
<p>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.</p>	<p><input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA</p>	<p><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 type="checkbox"/> Other (Describe):</p>
<p>18. If a SOR Notice has been published, have major changes to the system occurred since publication of the SOR?</p>	<p><input type="radio"/> Yes  <input checked="" type="radio"/> No  <input type="radio"/> NA</p>	
<p><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.</p>		
<p>19. Is the IIF in the system voluntarily submitted (or will it be)?</p>	<p><input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA</p>	
<p>20. Does/Will the system collect IIF directly from individuals?</p>	<p><input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA</p>	
<p>21. Does/Will the system collect IIF from other resources (i.e., databases, Web sites, etc.)?</p>	<p><input type="radio"/> Yes  <input checked="" type="radio"/> No  <input type="radio"/> NA</p>	
<p>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)?</p>	<p><input checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA</p>	<p>Resource and Purpose:  1 Educational Programs Office -- Intranet; Populating Reports, internship selections  2  3  4  Other</p>
<p>23. Does/Will the system share or disclose IIF with 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 and for what purpose:  1  2  3  4  Other</p>

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 checked="" type="radio"/> No <input 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 type="radio"/> No <input checked="" 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 type="radio"/> No <input checked="" type="radio"/> NA	
28. Is there (or will there be) a process in place for individuals to choose how their IIF is used?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Process: Individuals are notified of intended use when they are asked to provide the information By Voluntarily providing the information they give consent to its use as described.
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 type="radio"/> Yes <input checked="" 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 checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors For what purpose: 1 <a href="#">Processing of submitted data</a> 2 <a href="#">Data Integrity and Development</a> 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 type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Disclosures logged (check all apply): <input type="checkbox"/> Routine <input 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): <a href="#">It is an online application for a summer internship program</a> <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 <a href="#">Public</a> 2 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:

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 type="checkbox"/> Personal Information  <input checked="" type="checkbox"/> Name  <input checked="" 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 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 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 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): <a href="#">Resume</a> </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 checked="" type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> NA </p>	<p> With whom Information is shared:  1 <a href="#">Potential Mentors at the Center</a>  2  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 type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors For what purpose: 1 <a href="#">Evaluation of Applications</a> 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 type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	<input 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 checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	C&A Plan/Timeline: <a href="#">12/2/2008</a>
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?		Check all that apply <input type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors <input checked="" 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): UserID and Passwords will be set up for those that need access. Following OCIO Recommended Practices.
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: NASA Glenn Records Management Policies are in place.
<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 checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Check all that apply: <input checked="" type="checkbox"/> Passwords expire after a set period of time. <input checked="" type="checkbox"/> Accounts are locked after a set period of inactivity. <input checked="" type="checkbox"/> Minimum length of passwords is eight characters. <input checked="" type="checkbox"/> Passwords must be a combination of uppercase, lowercase, and special characters. <input checked="" 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 type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA	

## Privacy Impact Assessment (PIA) Summary

Date of this Submission: Nov 17, 2009

NASA Center: GRC

System Name: LERCIP

Is this application or information collection new or is an existing one being modified? Not New

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

Mission Program/Project Supported: Educational Programs Office - LERCIP Higher Ed

Identifying Numbers (Use N/A, where appropriate)

Privacy Act System of Records Number: NASA 10SPER Special Personnel Records

OMB Information Collection Approval Number and Expiration Date: Emergency PRA request to Walter Kit, HQ - working with NASA Cognizant Official, Sue Gott

Other Identifying Number(s): N/A

### Description

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

The Lewis Educational and Research Collaborative Internship Program (LERCIP) application is a web-based application that will provide college students the ability to submit an application and an electronic resume to GRC / OAI to apply for the LERCIP Program. OAI and EPO will use the CWA application to track the status of the submitted applications and related information. Furthermore, they will use the application to mentors who will be able to review limited information on the students to identify candidates for the internship position. Administration options will be available to run selected reports and also purge the database of previous applications and reports.

#### **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:**

The information collected is information voluntarily submitted by users in order to apply for participation in a summer internship program.

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

In order to reduce paper used for this project, the bare minimum of information is collected via an online application web interface.

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

The IIF is collected so that individual applications can be obtained and processed.

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

The IIF collected in this system is not being shared outside of the agency. However, persons with proper access rights will be able to view this IIF during the application evaluation and selection process.

**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 information will be collected via a web-based user interface. The target audience are student will be starting their freshman year of college in the upcoming Fall semester. Upon the successful submission of the online application, the user will receive an email stating that the submission process was successful.

**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):**

No information will be collected from children under the age of 13

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

Security plans have been written and certified. All persons with proper access rights are required to annually take Information Security training.

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

Follow guidelines set forth in NRRS Schedule 3/3300-14 NASA Special Employment Programs Files

**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 10SPER Special Personnel Records

**Point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it: [Mike Wardeiner](#)**

Concur:

Concurrence Credentials on File

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System Owner

Date: 03/24/2009

Concur:

Concurrence Credentials on File

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SHIRLEY A. ANDERSON  
Center Privacy Manager

Date: 03/24/2009

Concur:

Concurrence Credentials on File

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Teresa M. Fryer  
NASA Privacy Program Manager

Date: 03/24/2009

Approve:

BOBBY L. GERMAN  
NASA CIO

Date \_\_\_\_\_

## Document History

Date	Action	Message
06/22/09	Final approval by:Kevin Johnson	Signed by NASA's CIO, Bobby German on April 1, 2009. The PIA summary is posted on the internal and external Privacy Websites.
03/24/09	Submitted to NASA CIO by:Kevin Johnson	N/A
03/24/09	Submitted to Nasa Privacy Program Manager by:SHIRLEY ANDERSON	N/A
03/24/09	Submitted to Center Privacy Manager by:SHIRLEY ANDERSON	N/A
03/24/09	Submitted to Application Owner by:SHIRLEY ANDERSON	LERCIP has been approved by Shirley Anderson
01/14/09	Delegated to:SHIRLEY ANDERSON	Shirley, Looks good to me. I didn't see any issues with the COPPA questions. I changed the NASA CIO to Bobby German for concurrence. Let me know if you have any other questions.
01/14/09	Delegated to:Teresa Fryer	Teresa - Please review a first try of the LERCIP PIA. I don't understand this Enterprise Architecture review. Also Q 39 and 41 we can't seem to figure out. What does that mean. Let me know your comments. Thanks for all your help.
12/10/08	Delegated to:SHIRLEY ANDERSON	Q 39 and Q 41 need to be addressed
12/03/08	Delegated to:SUSAN GOTT	Sue, I have delegated to you the PIA document that I started for LERCIP. You might be getting a call from Shirley Anderson regarding this. You don't need to do anything with this until you hear from Shirley.

An Enterprise Architecture review is required in accordance with NPR 2830.1