

NASA Privacy Impact Assessment (PIA) Analysis Worksheet

Section 1 - System Identification

a. System Name:

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

Summer of Innovation Evaluation

b. System Owner/Information Owner:

Person responsible for funding

BRIAN L. YODER

Phone Number:202.358.7338

E-Mail:byoder@hq.nasa.gov

c. System Manager:

Person responsible for technical operation

BRIAN L. YODER

Phone Number: 202.358.7338

E-Mail: brian.yoder@nasa.gov

d. Person preparing IPTA/PIA:

BRIAN L. YODER

Phone Number: 202.358.7338

E-Mail: brian.yoder@nasa.gov

e. System Description:

Program Evaluation of Summer of Innovation -
Anonymous Statistical Information

f. Mission Program/Project Supported:

Office of Education/Summer of Innovation

g. System Security Plan Number:

NN-101-H-NHQ-0007

h. System Location:

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

Center:Abt Associates

Street Address:4550 Montgomery Avenue

Building:

City:Bethesda

State:MD

ZIP:20814-3343

i. Status of the System:

Development

* As used in this document "System" means an organized collection of information which may encompass IT hardware systems, applications, and databases. "System" may be an infrastructure, one or more applications, one or more databases, an electronic information collection, or any combination thereof.

| | Response | Comments |
|--|---|---|
| Section 2 - Privacy Impact Assessment Initial Screening Must be completed for all systems. | | |
| a. Is this a new system or has any of the major changes listed in the Comments column occurred to the system since the conduct of the last IPTA/PIA? | <input checked="" type="radio"/> New System/Project <input type="radio"/> Previously not assessed <input type="radio"/> Re-evaluation <input type="radio"/> Major Change | If Major Change selected, choose one of the following <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 <input type="checkbox"/> Other (Describe): |
| b. Does this system/project relate solely to an infrastructure? | <input type="radio"/> Yes <input checked="" type="radio"/> No | If yes, how many applications currently reside on infrastructure? |

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

| | Response | Comments |
|--|--|---|
| d. Indicate all the categories of individuals about whom IIF is or will be collected. | <input type="radio"/> NA | Categories of individuals: <input type="checkbox"/> Government Employees <input type="checkbox"/> NASA Contractors <input checked="" type="checkbox"/> Members of the public (excluding contractors and partners) <input type="checkbox"/> Business Partners/Contacts, Grantees (including, but not limited to federal, state, local agencies) <input type="checkbox"/> Contractors/Vendors/Suppliers <input type="checkbox"/> Other: |
| e. Are/Will Records on 10 or more members of the public containing IIF [be] collected, maintained (stored), or disseminated by this system? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA | |
| Section 3 - Records Management Assessment | | |
| a. Does/Will the system contain Federal records? | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| b. If the system contains/will contain Federal records, which disposition authority applies? | <input checked="" type="radio"/> NRRS <input type="radio"/> GRS <input type="radio"/> Unknown or not currently scheduled <input type="radio"/> NA | Retention Schedule: 1392-68C - teacher/student contact information , 1392-68D survey data |
| c. 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 type="radio"/> No <input checked="" type="radio"/> NA | |
| d. Are the records Vital records for the organization? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA | |
| Section 4 - Paperwork Reduction Act Assessment | | |
| a. Does/will the system collect information in a standard way (forms, web enabled forms, surveys, questionnaires, etc) from members of the public (including contractors), regardless of format (paper, electronic or oral)? | <input checked="" type="radio"/> Yes <input type="radio"/> No | If yes, indicate format of collection: <input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Electronic <input checked="" type="checkbox"/> Oral |

| | Response | Comments |
|---|--|---|
| b. 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 | <input checked="" type="checkbox"/> PRA OMB Approval Number: Pending <input checked="" type="checkbox"/> Applied for <input type="checkbox"/> Unknown/Other |
| Section 5 - Privacy Act Requirements Assessment | | |
| a. Are records (or will records) on individuals be routinely retrieved from the system by using name or a unique identifier? | <input type="radio"/> Yes <input checked="" type="radio"/> No | <p>If yes, indicate data elements used to retrieve record:</p> <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): |

| | Response | Comments |
|--|--|---|
| b. Has a Privacy Act System of Records Notice (SORN) 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 checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA | <input checked="" type="checkbox"/> IIF is in the system, but records are not retrieved by individual identifier. <input type="checkbox"/> Should have published an SORN, but was unaware of the requirement. <input type="checkbox"/> System is required to have an SORN but is not yet procured or operational. <input type="checkbox"/> Other (Describe): |
| c. If a SORN has been published, have major changes to the system occurred since publication of the SORN? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA | |
| Section 6 - Information Sharing Practices | | |
| Note: If yes, specify resource(s) and purpose for each instance in the Comments column. | | |
| a. 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 | |
| b. Does/Will the system collect IIF directly from individuals? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA | |
| c. 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 | |
| d. 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 |
| e. 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 Abt Associates and locally hired evaluators will collect IIF. They will have access to the IIF they collect. IIF will be used to send follow-up surveys and collect student administrative data. 2 3 4 Other |

| | Response | Comments |
|--|--|--|
| f. 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: |
| g. 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 |
| h. 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 | |
| i. 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 | |
| j. Is there (or will there be) a process in place for individuals to choose how their IIF is used? | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA | Process: Participation is optional |
| k. 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 | |
| l. 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 | |

| | Response | Comments |
|--|--|---|
| m. 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 type="checkbox"/> Administrators <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors For what purpose: 1 Sending follow-up surveys to Summer of Innovation participants 2 Collecting student administrative data 3 4 Other |
| n. 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 checked="" type="checkbox"/> Routine <input checked="" type="checkbox"/> Non-routine <input type="checkbox"/> Public Internet (Describe): |
| Section 7 - Web Site Hosting Practices | | |
| Note: If yes, identify what type of site the system hosts in the Comments column. If no or n/a, skip this section and start with next section. | | |
| a. 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): Some requests for surveys will be sent via email. Survey information requests will be web-based and will not include IIF. <input type="checkbox"/> Internal NASA (Describe): |
| b. 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 type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA | 1 2 3 4 |
| c. 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 | |
| d. Is the Web site's privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)? | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA | Implementation Plan: |

| | Response | Comments |
|--|--|---|
| e. 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: |
| f. 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 | |
| g. 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 |
| h. 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: Information will be collected by locally hired evaluators, and Abt Associates, the national evaluation contractor, but IIF will not be collected via a website. |
| i. 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 |

| | Response | Comments |
|--|--|---|
| j. Does/Will the Web site collect IIF electronically from any individuals? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA | <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): |

| | Response | Comments |
|---|--|---|
| k. 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? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA | <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): |
| l. Does/Will the Web site share IIF with other organizations within NASA, agencies external to NASA, or other people or organizations outside NASA? | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA | With whom Information is shared: 1 2 Other |

| | Response | Comments |
|--|--|--|
| m. Are rules of conduct in place (or will they be in place) for access to IIF on the Web site? | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA | <input type="checkbox"/> Users <input type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors For what purpose: 1 2 3 4 Other |
| n. 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 type="radio"/> No <input checked="" type="radio"/> NA | <input type="checkbox"/> Disclaimer notice for all external links |
| Section 8 - Administrative Controls Note: If yes, enter the CA (Authorization to Operate (ATO)) date in the comments column. If no or the system is under development and not yet authorized to operate the time of this PIA, please enter a planned CA timeline in the comments column. | | |
| a. 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 | CA Plan/Timeline: The system is currently in process of being Accredited at medium level C&A. |
| b. 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 | |
| c. Who has/will have access to the IIF on the system? | | Check all that apply <input type="checkbox"/> Users <input type="checkbox"/> Administrators <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Others |
| d. 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 | |

| | Response | Comments |
|--|--|--|
| e. 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): Only contractors who need access to IIF for evaluation business process purposes, will have access to the information. |
| f. 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: All IIF will be destroyed after it is no longer needed for evaluation business processes. |
| Section 9 - Technical Controls | | |
| a. 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 | |
| b. 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 type="checkbox"/> Accounts are locked after a set number of incorrect attempts. |
| c. 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 | |
| Section 10 - Physical Controls | | |
| a. 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: Jul 16, 2010

NASA Center: [Abt Associates](#)

System Name: [Summer of Innovation Evaluation](#)

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)? [No](#)

Mission Program/Project Supported: [Office of Education/Summer of Innovation](#)

Identifying Numbers (Use N/A, where appropriate)

Privacy Act System of Records Number: [N/A](#)

OMB Information Collection Approval Number and Expiration Date: [N/A](#)

Other Identifying Number(s): [N/A](#)

Description

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

The application facilitates the collection of information needed to evaluate NASA Summer of Innovation projects across the United States. The Sol initiative encourages students who under-perform, are underrepresented, and under-served in STEM education to: 1) hold positive opinions of STEM education/fields and careers, 2) increase their knowledge of STEM fields/careers, and 3) improve their grades in STEM related classes and increase scores on state science and math achievement tests. Teachers who attend Sol teacher professional development will bring those STEM related pedagogical skills back to the classroom the following year and improve their classroom instruction in STEM education, and will reduce their anxiety about teaching STEM in the classroom. The Summer of Innovation project is one NASA initiative to achieve the educational outcomes as directed by the Space Act of 1958, the Vision for Space Exploration, NASA's Education Strategic Coordination Framework as well as the Strategic Management of Human Capital initiative under the President's Management Agenda.

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:

NASA Office of Education is collecting survey data from participants in the Summer of Innovation as well as student administrative data (i.e. grades in STEM related classes, course selection, scores of Math and Science achievement tests) over three years for the purposes of evaluating the overall effectiveness of the Summer of Innovation project. IIF is being collected for the purposes of contacting Sol participants to give them surveys and for collecting student administrative data. Submission of information is voluntary. When students and teachers enroll in a Summer of Innovation (Sol) activity, they will be asked if they wish to participate in the evaluation of the Summer of Innovation and they will be asked to provide IIF which will include: first name, last name, date of birth, email, phone number, mailing address, and in the case of students: parent's name, parent's phone number, parent's email address, parent's address. Information will be verified by a contractor. Participation in the Sol evaluation and submission of IIF is voluntary.

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

An anticipated outcome of the Summer of Innovation initiative is that students who participate in an initial Sol activity will, over the next three years, improve their knowledge/attitudes toward STEM education, will score better on Science and Math achievement tests, will engage in more STEM related activities, and will track into advanced Math and Science classes. The only way to evaluate this important Sol goal is to collect survey data from students over the three years following student#s initial Sol activity, and to collect student administrative data. Another anticipated outcome of Sol is teachers who participate in an initial Sol professional development activity will improve their classroom instruction in STEM, and will have reduced their anxiety about teaching STEM in the classroom. The only way to evaluate this outcome is to collect survey data from teachers over the three years following teacher#s initial Sol activity. When students and teachers enroll in a Summer of Innovation activity, they will be asked if they wish to participate in the evaluation of the Summer of Innovation project and to provide IIF which will include: first name, last name, date of birth, email, phone number, mailing address, and in the case of students: parent#s name, parent#s phone number, parent#s email address, parent#s address. Information will be verified by a contractor. Participation in the evaluation and submission of IIF is voluntary. Evaluation contractors will use this information to follow-up with Sol participants of have them complete surveys and collect student administrative data.

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

The only way to evaluate the main anticipated outcomes/goals of the Summer of Innovation (Sol) is to collect survey data from students and teachers over the three years following their initial Sol activity, and to collect student administrative data. IIF is collected to send follow-up surveys to students and teachers who participate in the Sol evaluation and to collect student administrative data.

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

Local evaluators hired by grantees and a national evaluation contractor will have access to the IIF they collect. The local evaluators and the national evaluation contractor will only have access to the IIF they collect, and will use the IIF for the purposes of sending surveys and collecting student administrative data. The local evaluators and national evaluation contractor will not share the IIF they collect with anyone else.

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:

IIF will be obtained via multiple methods # paper, telephone interview, and web-based data collection. Suppliers of the information may receive the message about why they are being asked to provide IIF and how their IIF will be used by any one, or multiple methods. The message they receive will be that subjects have the option to be part of the information collection (Summer of Innovation evaluation) when they sign-up to participate in the Summer of Innovation. The purpose of the information collection is to evaluate the overall effectiveness of the Summer of Innovation program. The participation form will clearly state that they can opt out of information collection (Summer of Innovation evaluation) and still participate in Summer of Innovation activities. If they opt in, they will receive follow-up information via paper, telephone interview, and or email requesting additional information.

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):

IIF may, in some cases, be collected from students under the age of 13, and the method of data collection may be via email, telephone, or paper form. Parental or guardian approval will be obtained at the beginning of the Summer of Innovation project. At the beginning of the Summer of Innovation, parents will be contacted with the option to allow their child to participate in the Summer of Innovation evaluation. Parents who approve of their child participating in the evaluation, will be requested to provide additional information about their child, including: first name, last name, date of birth, school name, mailing address and email address. Following initial parental or guardian approval, parents and students will be contacted twice a year, once by post-card and once by telephone or email, with a request to complete an additional survey. Each time the parent and student are contacted, they will be informed about the purpose of the data collection and will be given the option to withdraw their child from the evaluation for any reason, along with a telephone number to call to request the withdrawal of their child's information/data. If a parent requests that their child be withdrawn from the Summer of Innovation evaluation, all existing student data and information will be expunged from the system.

8. Describe how the IIF will be secured:

IIF collected on paper will be stored in locked filing cabinets until it is no longer needed. After IIF on paper is no longer needed for evaluation business processes, it will be destroyed. IIF collected and stored electronically, will be stored on a secure server and will be password protected. Only staff who need access to the IIF to execute the business processes of the evaluation will have access to the IIF.

9. Describe plans for retention and destruction on IIF:

All IIF will be destroyed as soon as it is no longer needed for the business processes of the evaluation.

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:

This associated system of records is existing: 10EDUA.

Point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it: [Bryan McCall, 202-358-1767](#)

Concur:

Concur:

Concurrence Credentials on File

Concurrence Credentials on File

BRIAN L. YODER
System Owner

BRYAN D. MCCALL
Center Privacy Manager

Date: 07/07/2010

Date:

Concur:

Approve:

Concurrence Credentials on File

Concurrence Credentials on File

BRYAN D. MCCALL
NASA Privacy Program Manager

LINDA Y. CURETON
NASA CIO

Date:

Date _____

Document History

| Date | Action | Message |
|----------|---|---|
| 07/07/10 | Submitted to Center Privacy Manager by:BRIAN YODER | Hi Bryan: Here is the Summer of Innovation Evaluation PIA with changes made based on your comments. Thanks. Brian |
| 07/07/10 | Submitted to Application Owner by:BRIAN YODER | Hi Bryan: Here is the Summer of Innovation Evaluation PIA with changes made based on your comments. Thanks. Brian |
| 06/10/10 | Rolled back to:BRIAN YODER | I have rolled back the document to you for your modifications as per our discussion of 9JUN10. |
| 06/07/10 | Submitted to Center Privacy Manager by:BRIAN YODER | Bryan, here's the revised PIA based on our conversation last Friday. |
| 06/07/10 | Submitted to Application Owner by:BRIAN YODER | Bryan, here's the revised PIA based on our conversation last Friday. |