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)

JSC AD - Women in STEM High School Aerospace Scholars - http://TBD

b. System Owner/Information Owner:
Person responsible for funding

LINDA KAY. SMITH
Phone Number:281.483.7086
E-Mail:linda.k.smith@nasa.gov

c. System Manager:
Person responsible for technical operation

Valerie King
Phone Number: 281.483.5888
E-Mail: valerie.l.king@nasa.gov

d. Person preparing IPTA/PIA:

Linda Smith
Phone Number: 281.483.7086
E-Mail: Linda.k.smith@nasa.gov

e. System Description:

On-line STEM learning experience for female high school juniors

f. Mission Program/Project Supported:

Education Office/WISH

g. System Security Plan Number:

NN-001-M-JSC-9010

h. System Location:
(Center or contractor office building, room, city and state)

Center:JSC
Street Address:2101 NASA Parkway
Building:
City:Houston
State:TX
ZIP:77062

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?	⦿ New System/Project ◯ Previously not assessed ◯ Re-evaluation ◯ Major Change	If Major Change selected, choose one of the following ☐ Conversions ☐ Anonymous to Non-Anonymous ☐ Significant System Management Changes ☐ Significant Merging ☐ New Public Access ☐ Commercial Sources ☐ Internal Flow or Collection ☐ New Interagency Use ☐ Alteration in Character of Data ☐ Other (Describe):
b. Does this system/project relate solely to an infrastructure?	◯ Yes ⦿ No	If yes, how many applications currently reside on infrastructure?

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

	Response	Comments
d. Indicate all the categories of individuals about whom IIF is or will be collected.	○ NA	Categories of individuals: ☐ Government Employees ☐ NASA Contractors ☒ Members of the public (excluding contractors and partners) ☐ Business Partners/Contacts, Grantees (including, but not limited to federal, state, local agencies) ☐ Contractors/Vendors/Suppliers ☐ Other:
e. Are/Will Records on 10 or more members of the public containing IIF [be] collected, maintained (stored), or disseminated by this system?	◉ Yes ○ No ○ NA	
Section 3 - Records Management Assessment		
a. Does/Will the system contain Federal records?	◉ Yes ○ No	
b. If the system contains/will contain Federal records, which disposition authority applies?	◉ NRRS ○ GRS ○ Unknown or not currently scheduled ○ NA	Retention Schedule: 10EDUC
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?	○ Yes ◉ No ○ NA	
d. Are the records Vital records for the organization?	○ Yes ○ No ◉ 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)?	◉ Yes ○ No	If yes, indicate format of collection: ☐ Paper ☒ Electronic ☐ 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.	⦿ Yes ◯ No ◯ NA	☐ PRA OMB Approval Number: ☒ Applied for ☐ Unknown/Other

Section 5 - Privacy Act Requirements Assessment

	Response	Comments
a. Are records (or will records) on individuals be routinely retrieved from the system by using name or a unique identifier?	⦿ Yes ◯ No	If yes, indicate data elements used to retrieve record: ☒ Name ☐ Date of birth ☐ Social Security Number (or other number originated by a government that specifically identifies an individual) ☐ Photographic identifiers (e.g., photograph image, x-rays, and video) ☐ Driver license ☐ Biometric identifiers (e.g., fingerprint and voiceprint) ☐ Mother maiden name ☐ Vehicle identifiers (e.g., license plates) ☒ Mailing address ☐ Phone numbers (e.g., phone, fax, and cell) ☐ Medical records numbers ☐ Medical notes ☐ Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) ☐ Certificates (e.g., birth, death, and marriage) ☐ Legal documents or notes (e.g., divorce decree, criminal records, or other) ☐ Device identifiers (e.g., pacemaker, hearing aid, or other) ☐ Web Uniform Resource Locators (URL) ☒ E-mail address ☐ Education records ☐ Military status and/or records ☐ Employment status and/or records ☐ Foreign activities and/or interests ☐ 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.	◉ Yes ○ No ○ NA	☐ IIF is in the system, but records are not retrieved by individual identifier. ☐ Should have published an SORN, but was unaware of the requirement. ☐ System is required to have an SORN but is not yet procured or operational. ☐ Other (Describe):
c. If a SORN has been published, have major changes to the system occurred since publication of the SORN?	○ Yes ○ No ◉ NA	

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Section 6 - Information Sharing Practices

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Note: If yes, specify resource(s) and purpose for each instance in the Comments column.

	Response	Comments
a. Is the IIF in the system voluntarily submitted (or will it be)?	◉ Yes ○ No ○ NA	
b. Does/Will the system collect IIF directly from individuals?	◉ Yes ○ No ○ NA	
c. Does/Will the system collect IIF from other resources (i.e., databases, Web sites, etc.)?	○ Yes ◉ No ○ 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)?	○ Yes ◉ No ○ 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?	○ Yes ◉ No ○ NA	With whom and for what purpose: 1 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?	○ Yes ○ No ◉ NA	Location of other systems involved in matching: ☐ Internal to NASA ☐ External to NASA Other systems involved in matching:
g. Will the IIF be de-identified, aggregated, or otherwise made anonymous?	○ Yes ◉ No ○ NA	☐ De-identified ☐ Aggregated ☐ 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)?	○ Yes ○ No ◉ 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?	◉ Yes ○ No ○ NA	
j. Is there (or will there be) a process in place for individuals to choose how their IIF is used?	○ Yes ◉ No ○ NA	Process:
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?	◉ Yes ○ No ○ 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?	◉ Yes ○ No ○ NA	

	Response	Comments
m. Are there (or will there be) rules of conduct in place for access to IIF on the system?	⊙ Yes ○ No ○ NA	☐ Users ☒ Administrators ☒ Developers ☐ Contractors For what purpose: 1 Administrators manage program 2 Developers manage database 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?	⊙ Yes ○ No ○ NA	Disclosures logged (check all apply): ☒ Routine ☒ Non-routine ☐ Public Internet (Describe):

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Section 7 - Web Site Hosting Practices
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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.

	Response	Comments
a. Does/Will the system have a Web interface?	⊙ Yes ○ No ○ NA	Type of site (check all apply): ☒ Public Internet (Describe): null ☐ 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.)?	⊙ Yes ○ No ○ NA	1 public 2 3 4
c. Is the Agency Web site privacy policy statement posted (or will it be posted) on the Web site?	⊙ Yes ○ No ○ NA	
d. Is the Web site's privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?	⊙ Yes ○ No ○ NA	Implementation Plan:

	Response	Comments
e. Does/Will the Web site employ persistent tracking technologies?	○ Yes ◉ No ○ NA	☐ Session cookies ☐ Persistent cookies ☐ Web bugs ☐ Web beacons ☐ 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?	○ Yes ◉ No ○ 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?	◉ NA	What Information is collected: How the information is collected (check all apply): ☐ Actively directly from the child ☐ 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.?	○ Yes ○ No ◉ NA	Information is shared with:
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?	◉ NA	Method used for obtaining parental consent (check all apply): ☐ No consent is obtained ☐ Simple email ☐ Email accompanied by digital signature ☐ Signed form from the parent via postal mail or facsimile ☐ Accepting and verifying a credit card number in connection with a transaction ☐ 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?	⦿ Yes ◯ No ◯ NA	☐ Personal Information ☒ Name ☒ Date of birth ☐ Social Security Number (or other number originated by a government that specifically identifies an individual) ☒ Photographic identifiers (e.g., photograph image, x-rays, and video) ☐ Driver license ☐ Biometric identifiers (e.g., fingerprint and voiceprint) ☐ Mother maiden name ☐ Vehicle identifiers (e.g., license plates) ☒ Mailing address ☒ Phone numbers (e.g., phone, fax, and cell) ☐ Medical records numbers ☒ Medical notes ☐ Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) ☒ Certificates (e.g., birth, death, and marriage) ☒ Legal documents or notes (e.g., divorce decree, criminal records, or other) ☐ Device identifiers (e.g., pacemaker, hearing aid, or other) ☐ Web Uniform Resource Locators (URL) ☒ E-mail address ☒ Education records ☐ Military status and/or records ☐ Employment status and/or records ☐ Foreign activities and/or interests ☐ 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?	◯ Yes ◉ No ◯ NA	☐ Personal Information ☐ Name ☐ Date of birth ☐ Social Security Number (or other number originated by a government that specifically identifies an individual) ☐ Photographic identifiers (e.g., photograph image, x-rays, and video) ☐ Driver license ☐ Biometric identifiers (e.g., fingerprint and voiceprint) ☐ Mother maiden name ☐ Vehicle identifiers (e.g., license plates) ☐ Mailing address ☐ Phone numbers (e.g., phone, fax, and cell) ☐ Medical records numbers ☐ Medical notes ☐ Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) ☐ Certificates (e.g., birth, death, and marriage) ☐ Legal documents or notes (e.g., divorce decree, criminal records, or other) ☐ Device identifiers (e.g., pacemaker, hearing aid, or other) ☐ Web Uniform Resource Locators (URL) ☐ E-mail address ☐ Education records ☐ Military status and/or records ☐ Employment status and/or records ☐ Foreign activities and/or interests ☐ 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?	◯ Yes ◉ No ◯ 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?	◉ Yes ◯ No ◯ NA	☐ Users ☒ Administrators ☒ Developers ☐ Contractors For what purpose: 1 Administrators manage program 2 Developers manage data 3 Contractors same as Developers 4 Other
n. Does/Will the Web site contain links to sites external to the Center that owns and/or operates the system?	◉ Yes ◯ No ◯ NA	☒ 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'?	◯ Yes ◉ No ◯ NA	CA Plan/Timeline:
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?	◉ Yes ◯ No ◯ NA	
c. Who has/will have access to the IIF on the system?		Check all that apply ☐ Users ☒ Administrators ☒ Developers ☒ Contractors ☐ Others
d. If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?	◉ Yes ◯ No ◯ 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?	⦿ Yes ◯ No ◯ NA	Method(s): Access not given to individuals who do not need it.
f. Are there policies or guidelines in place for the retention and destruction of IIF within the application/system?	⦿ Yes ◯ No ◯ NA	Policies/Practices:

Section 9 - Technical Controls

	Response	Comments
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)?	⦿ Yes ◯ No ◯ NA	
b. Are any of the password controls listed in the Comments column in place (or will there be)?	⦿ Yes ◯ No ◯ NA	Check all that apply: ☐ Passwords expire after a set period of time. ☐ Accounts are locked after a set period of inactivity. ☒ Minimum length of passwords is eight characters. ☐ Passwords must be a combination of uppercase, lowercase, and special characters. ☐ 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?	⦿ Yes ◯ No ◯ NA	

Section 10 - Physical Controls

	Response	Comments
a. Are physical access controls in place (or will they be)?	⦿ Yes ◯ No ◯ NA	

Privacy Impact Assessment (PIA) Summary

Date of this Submission: Jan 27, 2011

NASA Center: JSC

System Name: JSC AD - Women in STEM High School Aerospace Scholars - http://TBD

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: Education Office/WISH

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:

This system distributes information to participants of a NASA administered project. The system collects information on applicants, and handles homework assignments that are submitted by participants.

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 system collects and uses the following information: Student Names (IIF # Optional) # used to identify the students throughout the program and to arrange for travel. Failure to provide data may impair a student#s ability to qualify for enrollment in the educational program. Date of Birth (IIF # Optional) # used to verify that students are eligible to participate in the program. Failure to provide data may impair a student#s ability to qualify for enrollment in the educational program. Mailing Address (IIF # Optional) # used to send program related documents to the students, arrange travel, and log the legislative districts that are being serviced by the program. Failure to provide data may impair a student#s ability to qualify for enrollment in the educational program. Phone Numbers (IIF # Optional) # used to follow-up on student assignments, travel information, and as an emergency contact number when the students are on-site during the summer. Failure to provide data may impair a student#s ability to qualify for enrollment in the educational program. E-mail Address (IIF # Optional) # used as the primary form of contact during the school-year when students are participating remotely. Failure to provide data may impair a student#s ability to qualify for enrollment in the educational program. Education Records (IIF # Optional) # used to ensure that the students are academically eligible to participate in the program. Failure to provide data may impair a student#s ability to qualify for enrollment in the educational program.

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

All of the collected information stated above is necessary for the successful administration of this program.

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

Explained in Question number 2

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

The agency shares no IIF with anyone outside of the agency with the exception of sharing with U.S. Senators and Representatives the constituents' names and cities. Additionally summaries of information, such as #state districts represented# may be published but do not contain personal information regarding the students.

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 is obtained through online forms from high school juniors. The suppliers of the information are notified of the JSC Web Accessibility and Policy Notices through a link at the bottom of each Webpage. Suppliers of information are notified electronically at the time that they are inputting 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):

No information is collected from children under the age of 13.

8. Describe how the IIF will be secured:

All access to IIF is behind a password protected SSL location. Backup drives of the IIF are stored offline behind physical security devices.

9. Describe plans for retention and desctruction on IIF:

All electronic IIF is stored in the same secure manner for a period of at least five years. Once the data has been deemed unnecessary to maintain, it will be deleted. Retention Schedule: Schedule 1 Item 32 Sub-Item A

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:

The system is covered under 10EDUC. The following decisions resulted from conducting the PIA: #1. IIF access rules of conduct will be established.

Point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it:

Concur: Concur:

Concurrence Credentials on File   Concurrence Credentials on File

LINDA KAY. SMITH   JOREEN YU. LEE
System Owner   Center Privacy Manager

Date: Date:

Concur: Approve:

Concurrence Credentials on File

BRYAN D. MCCALL   LINDA Y. CURETON
NASA Privacy Program Manager   NASA CIO

Date: Date _____

Document History

Date	Action	Message
10/25/10	Delegated to:LINDA SMITH	Please revise. Thanks.
10/22/10	Delegated to:JOREEN LEE	Furhter changes based on review.