RTAC Website/RTAC Partner Pool Application Portal: Privacy Impact Assessment (PIA)

Third-Party Website or Application URL: www.rtachesn.org

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

Additional Privacy Compliance Documentation Required:	
☐ **None**	
☐ Redirection Language	☐ USAID Websites Privacy Policy
☐ System of Records Notice (SORN)	☐ Role-Based Privacy Training Confirmation
☐ USAID Forms Management (ADS 505)	☐ Privacy Act (e)(3) Statement or Notice (PA Notice)
☒ Approved Records Schedule (ADS 502)	
☐ Privacy Protection Language in Contracts and Other Acquisition-Related Documents	
☐ Information Collection Request (ICR). ADS 505, ADS 506, and ADS 508 Privacy Program	

Forms or Documents attached for Privacy Lead Review:		
(All documents below that exist MUST be included in the PIA Packet)		
☐ **None**		
☐ Form(s)	☐ Retention Schedule	☐ Cloud Provider Contract
☒ Contract(s)	☐ Survey(s)	☐ Role-Based Training Certification
☐ MOU(s)	☐ MOA(s)	
☐ ISA(s)	☒ Website URL	

Place Details for the Above Selected items Here:
Website URL: rtachesn.org is the parent site (approved by the USAID Web Governance Board 11/20/2018). The RTAC website will hyperlink to the RTAC Partner Portal Application which will be housed at: https:apply.iie.org/usaidrtac (not yet live).

Comments or Explanation of Additional Compliance Documentation Required:
www.rtachesn.org and https:apply.iie.org/usaidrtac.

Contact Information and Approval Signatures

Website / System Owner (SO)

Name: Tara Hill Title: Acting HESN 2.0 Awards Management Division Chief	Office Name: LAB/DAR Office Phone #: 202-712-0589	E-Mail: thill@usaid.gov

Website/System Owner (SO) is the USAID Direct Hire responsible for the operational management of the third party website. SOs are responsible for ensuring that a security plan is prepared, implementing the plan and monitoring its effectiveness. ADS 508 Privacy Program Section 508.6 Definitions. SOs are responsible for ensuring the privacy and security of the PII that websites collect, use, maintain, and disseminate and for complying with federal privacy authorities. ADS 508 Privacy Program Section 508.2.m. Primary Responsibilities, System Owners.

Signature: Date:

Program Manager (PM)

Name: Tara Hill Title: Acting HESN 2.0 Awards Management Division Chief	Office Name: LAB/DAR Office Phone #: 202-712-0589	E-Mail: thill@usaid.gov

Program Managers (PMs) are government officials responsible and accountable for the conduct of a government program. A government program may be large (e.g., may provide U.S. assistance to other nations); it may also be a support activity such as the Agency's personnel or payroll program. ADS 508 Privacy Program Section 508.6 Definitions. PMs are responsible for ensuring the privacy and security of the PII that their programs collect, use, maintain, and disseminate and for complying with federal privacy authorities. ADS 508 Privacy Program Section 508.2.l. Primary Responsibilities, Program Managers.

Signature: *Tau Idell*   Date: 04/22/19

Privacy Analyst

Name: Julia Dickerson Title: Privacy Program Support	Office Name: Privacy Program (M/CIO/IA) Office Phone #: 703-666-1417	E-Mail: jdickerson@usaid.gov

Signature: *Julia Dickerson*   Date: 4/24/19

Privacy Lead

Name: Celida Malone Title: Privacy Lead	Office Name: Privacy Program (M/CIO/IA) Office Phone #: 703-666-5633	E-Mail: cmalone@usaid.gov

Signature: *Celida Malone*   Date: 4/24/19

Table of Contents

1   Introduction

Review the Websites and Applications Program Standard Operating Procedure (SOP) before completing this form. Many of the questions stem from OMB requirements discussed in that SOP. That SOP discusses how various factors may positively or negatively drive the risk associated with USAID's use of such third-party websites. Consider a high level risk mitigation strategy as discussed in that SOP.

The USAID Privacy Program uses the Third-Party Website Privacy Impact Assessment (PIA) Template to gather information from Program Managers (PM) and Website/System Owners (SOs) in order to analyze if the third-party website makes Personally Identifiable Information (PII) available to USAID or whether the agency actually collects, uses, maintains, or disseminates PII. This document helps to determine the Privacy Risks that USAID's participation with the website may pose. See **ADS 508 Privacy Program** Section 503.3.5.2 Privacy Impact Assessments.

The PIA process should accomplish two goals:
1. Determine what PII is likely to be made available to USAID and/or the public, though the third-party website and the privacy risks and effects of collecting, using, maintaining, and disseminating PII; and
2. Evaluate and enforce protections and alternative processes for handling PII to reduce potential privacy risks to acceptable levels.

Type *Not Applicable* in the answer boxes for those questions that do not apply to your website/system and explain why the question is not applicable. If you have questions or would like assistance with this PIA Template, the PIA process, or other privacy compliance requirements, please contact the USAID Privacy Program at privacy@usaid.gov.

2   General Information

2.1   Sponsoring Program

2.1.1   Describe the USAID program this website directly supports.

This Research Technical Assistance Center (RTAC) Website (housed at www.rtachesn.org) supports the USAID Global Development Lab Center for Development Research (LAB/CDR) Research Technical Assistance Center (RTAC). RTAC is one of the three signature programs under USAID's Higher Education Solutions Network (HESN 2.0) portfolio of programs. The principal goal of RTAC is to establish, maintain, and utilize a diverse network of university-based research experts (the RTAC Partner Pool) who can be available to fill USAID's needs on an on-demand basis. The RTAC research network is required to demonstrate regional, technical, and demographic diversity and has targeted participation goals for female researchers, researchers from minority serving institutions (MSIs), and researchers from developing countries.

The RTAC Website provides information to potential researchers on USAID research activities and previous projects. It will also offer interested parties an opportunity to "apply" to be included in the RTAC Partner Pool (a pool of researchers that USAID can than call on to apply to unique project requirements for research over the next five years). To "apply" to be included in the RTAC Partner Pool, interested parties will click on a button labeled "Apply to Join the RTAC Network Here" that will be visible in the top corner of the www.rtachesn.org website. Once they click on that button, it will take users from the www.rtachesn.org third party website to another third party website/application portal located at: https:apply.iie.org/usaidrtac. At that site they will be invited to complete the application questions that are available in the "2018.09.12_RTAC Application to Partner Pool_Proposed Questions" Microsoft Word document (attached to this document as an appendix).

2.1.2   What is the name and purpose of the USAID program?

The name of the program is the Research Technical Assistance Center (RTAC). RTAC was solicited after almost two years of internal and external consultations around the next round of programming to occur under USAID's HESN portfolio. Based on the feedback from those consultations, RTAC was envisioned, and aims to provide, a "network" of university-based researchers that can be available to USAID Missions and Operating Units (M/B/IOs) on a quick turn-around basis to access high level technical expertise. Specifically, M/B/IOs from across the Agency will reach out to RTAC, and their network of university-based researchers (RTAC Partner Pool) to identify specific technical or regional university-based experts to fulfill USAID's research needs. RTAC is responsible for soliciting, maintaining, and utilizing this diverse network or researchers (RTAC Partner Pool) to facilitate fulfillment of the specific research-based requirements identified by M/B/IOs over the next five years. The purpose is to provide USAID access to quick, evidence-based data and research to help inform our programming.

2.1.3 How does the program support a USAID business function?

RTAC, through its RTAC website and RTAC Partner Portal, will directly support a key USAID business function. Specifically, RTAC provides rapid research-based technical assistance that facilitates USAID's capability to make quick, evidence-based programming decisions by leveraging the technical and research expertise of the Higher Education community. Envisioned activities include: creation of evidence-to action policy briefs, technical reports, strategic research agenda and research activity consultations, coordination of university-based researchers for experts panels or convening, sector-focused training, and other short-term technical assistance.

RTAC is currently comprised of a network of over 250 researchers from over 30 countries (43% lower-middle income (LMIC), 16% MSI, and with 46% female researchers). The existing Partner Pool researchers (solicited by National Opinion Research Center (NORC)), at the University of Chicago during the Request for Proposal stage) will be added to the RTAC Partner Portal database once it is approved.

In addition, new applicants will be able to apply to join the RTAC Partner Pool by selecting the "Apply to Join the RTAC Network Here" button; it will hyperlink to the Application Portal site which will be at: https:apply.iie.org/usaidrtac. Once they complete the RTAC Partner Pool Portal application questions (see appendix), their information will also be added to the RTAC Partner Pool database, maintained by the RTAC contractors.

The information inside the RTAC Partner Pool database will support USAID's business function (evidence-based decision-making) because it will provide USAID with access to researchers who have the unique capacities and expertise needed to fulfill USAID's evolving research needs.

A restricted number of USAID staff (less than five) will have password-protected access to the information via a third-party website. The third-party houses, stores, and secures all the data (the database is never envisioned to be housed on USAID's website directly). USAID envisions searching for partner pool members in the third-party database by subject or geographic area expertise. Searches by unique identifiers will not be required to support the business function.

2.1.4 Is the website or any content posted by or on behalf of USAID on this website associated with a grant, contract, or cooperative agreement?

Yes. The entire website is funded, developed, and supported under the Research Technical Assistance Center (RTAC) Contract as follows:

Prime Contractor: National Opinion Research Center (NORC), at the University of Chicago
Contract Number: 7200AA18C00057

NORC is the Prime Contractor selected by USAID to implement the RTAC contract. They have a variety of subcontractors underneath their contract. The primary contributing subcontractors for the website and Researcher Partner Pool Portal are Forum One, Institute of International Education (IIE), and the Population Reference Bureau (PRB).

2.1.5 Will non-USAID organizations be associated with the website? If so, please list the partners.

Yes. For implementation of RTAC, NORC, at the University of Chicago, currently has subcontracts with Arizona State University, Centro de Investigación de la Universidad del Pacifico (Lima, Peru), Davis Management Group, the DevLab@Duke University, Forum One, Institute of International Education (IIE), Notre Dame Initiative for Global Development, Population Reference Bureau (PRB), Resilient Africa Network at Makerere University (RAN) (Kampala, Uganda), United Negro College Fund, University of Chicago, and University of Illinois at Chicago. Each of these subcontractors will be working with their colleagues and contacts to support their respective researchers' applications to apply to be included in the RTAC Partner Pool.

2.1.6 Will the website be co-sponsored or managed by other federal agencies or governments? If so, please list the other federal agencies or governments.

No. At this time, there is no plan to have the website co-sponsored or managed by another federal agency.

2.2 Website Purpose, Management, Contracts and Legal Compliance

2.2.1 What is the strategic purpose of the website?

☒ Public interaction and open government outreach. Indicate below if this involves surveys, contests or message boards that provide a forum for the public to comment.

☒ Recruitment and employee outreach. Indicate below the broad scope of information collected from current employees and applicants on the website.

☐ Participation in agency programs and systems. Indicate below the broad scope of information collected on the website and the extent of any risk that the PII from this website may be combined, matched or otherwise used in concert with other PII maintained by USAID.

☒ Other (describe below)

The website will provide the general public information about the project and will offer researchers an opportunity to apply to join the RTAC Research Partner Pool. If they are accepted into the pool they will potentially (depending on demand) have access to USAID research proposal opportunities in the portal. The website is not currently planned to include other general surveys for the public. The public can sign up for emails, but is not currently envisioned to have an opportunity to post any comment within the website. Emails are not stored by the site, but alternatively in PRB's MailChimp service (for email alerts to the general public) or on IIE's Slate system (for researchers joining the research pool).

Only PRB-designated staff will have access to the MailChimp service. Only IIE- and NORC-designated staff will have access to the Slate application. USAID will not receive personal email addresses from the researchers in the pool or from persons receiving email alerts.

2.2.2 Who is the audience for USAID's use of this website?

The website will have several audiences:

1) The first audience is potential new researchers who are interested in joining the RTAC Partner Pool. We envision that they will visit the website to submit an application to be considered to join the RTAC Partner Pool.

2) USAID itself is also an audience for the website. The website is envisioned to highlight key RTAC research success stories and examples of how RTAC can help other Missions and Operating Units accomplish their research and programming objectives.

3) The next audience is researchers, implementing partners, and the general public who will use the website to gain tools and knowledge on how to incorporate research for development into their work, and who are interested in learning about research-related opportunities with RTAC as well as recent success stories from a USAID-funded program

2.2.3 Describe USAID's responsibilities for managing this website.

Check all that apply:

☒ USAID provides content limited to the specific pages associated with the agency. If USAID provides content for use elsewhere on the site, check "Other management activities" and describe below.

☐ USAID does not manage user accounts or directly provide user access privileges for anyone to access the site or any pages on the site, including pages associated with the agency. Describe below any user account management capabilities provided by the website that will remain unused by USAID. Accounts given privileged access to manage USAID content or the display of that content on this website should not be considered a "user account" or to provide any "user access privilege" for the purpose of this question. If USAID engages in other account management activity, check "Other management activities," and describe below.

☒ Other management activities. Please describe below.

USAID will help provide content for success stories where appropriate, and will provide guidance on additions to the website.

2.2.4 Is there a contract in place to develop the website or any USAID content for this website?

Yes. The entire website is funded, developed, and supported under the Research Technical Assistance Center (RTAC) Contract as follows:

Prime Contractor: National Opinion Research Center (NORC), at the University of Chicago

Contract Number: 7200AA18C00057

The primary contributing subcontractors for the website and Researcher Partner Pool Portal are Forum One, Institute of International Education (IIE), and the Population Reference Bureau (PRB).

2.2.5 Is there a contract in place for the management of any USAID activities or responsibilities respecting this website?

Yes. The management of the website is supported by the Research Technical Assistance Center (RTAC) Contract as follows:

Prime Contractor: National Opinion Research Center (NORC), at the University of Chicago

Contract Number: 7200AA18C00057

The primary contributing subcontractors for the website and Researcher Partner Pool Portal are Forum One, Institute of International Education (IIE), and Population Reference Bureau (PRB).

2.2.6   Is USAID's use of the third party website or application consistent with all applicable laws, regulations and policies?

Check all that apply:

Paperwork Reduction Act (PRA):

☐ USAID's activities on this website that engage the public are considered the equivalent of a public meeting exempt from the PRA.

☐ USAID does not use any surveys or ask particular questions or requests for information from website visitors.

☐ USAID's activities on this website are exempt from the PRA on another basis described below.

☐ USAID secured OMB's review and approval of all requests for information under the PRA. The OMB control numbers are provided below.

☒ Additional Information below

The USAID Office of the General Counsel has reviewed the questions and has determined that the questions posed in the proposed RTAC Application Partner Pool questionnaire (attached) are consistent with previously reviewed OMB survey questions (have received OMB review and approval.)

OMB control numbers:
0412-0520
0142-0585

AID Forms:
1380-1
1380-69

In addition, the Global Development Lab (LAB) is working with M/MS/IRD to submit the RTAC Partner Portal Application form through the formal OMB review and approval process on the Federal Register. The Federal Register notice requesting public comment under the Paperwork Reduction Act was published on 03/15/2019.

Federal Records Act:

☐ USAID's activities on this website will not generate Federal Records.

☐ The website sponsor coordinated a Federal records management plan with M/MS/IRD to include a Records Retention Policy approved by M/MS/IRD.

☐ The Records Retention Policy minimizes the PII retention timeline as much as possible. A copy of the policy is attached.

☒ The website sponsor is in communication with M/MS/IRD regarding next steps in the process.

Anti-Deficiency Act:

☒ The Terms of Service for the website were reviewed by the Office of General Counsel (OGC), as required by OMB-13-10, to determine whether any open-ended indemnification clauses might violate the Anti-Deficiency Act.

☐ OGC review is not required for the reasons provided below.

OGC has reviewed the Terms of Service for the web site and has determined that the IIE Terms & Conditions do not apply to USAID. The IIE Terms & Conditions apply only to IIE and the individual

2.2.6 Is USAID's use of the third party website or application consistent with all applicable laws, regulations and policies?

applicants who submit information to the web site.

Website Measurement and Customization Tools (OMB M-10-22)

☒ USAID does not make use of any Website Measurement and Customization Tools on this website.

☐ No third party will make use of such tools on this website on USAID's behalf.

☐ No PII, nor any information that could be used to identify any individual, derived from the use of such tools on this website, is shared with USAID.

☐ As described in response to Question 4.1.6, USAID provides website visitors equivalent alternate means to obtain access to USAID information and services without utilizing third party websites.

☐ Any use of Website Measurement and Customization Tools on this website by or on behalf of USAID is described below.

☐ Tier Level and compliance measures are described below.

☐ Additional Information below

2.3 Website Description

2.3.1 What is the URL for the existing website, or proposed URL for the new website?

The parent website is www.rtachesn.org (approved by USAID's Web Governance board on 11/20/2018).

If a researcher is interested in applying to join the RTAC Partner Pool they will visit the RTAC website and click on a "Apply to Join the RTAC Network Here" button and it will hyperlink to the Application Portal site which will be housed at: https:apply.iie.org/usaidrtac (not yet live).

2.3.2 What is the website status?

Check all that apply.

☐ New Website Development or Procurement
☐ Pilot Project for New System Development or Procurement; Anticipated Launch Date:
☒ Existing Website Being Updated
☐ Contains Existing Web Data Collection Form or Survey
☒ Contains New Web Data Collection Form or Survey in process of approval)

☐ Request for Dataset to be published on an External Website
☐ Linked to .gov website (List .gov website to/from which this site is linked)
☐ Microsite
☐ Other:

The parent website (rtachesn.org) is live. The RTAC Partner Pool Portal link (which will

2.3.2   What is the website status?

ultimately be accessible via a button labeled "Apply to Join the RTAC Network Here" on the parent site) is not yet live as it is awaiting approval from M/MS/IRD and the Privacy Office. The link will ultimately be housed at: https:apply.iie.org/usaidrtac.

Detailed Status Update:

The LAB consulted with USAID/M/CIO/IT Service Delivery in July 2017 (prior to finalization and release of the RFP to solicit these services) and received approval to move forward with our planned RTAC procurement, to include development of an RTAC website, as well as a recommendation that we also consult with the Legislative and Public Affairs (LPA) Website Governance Board.

Accordingly, we submitted a request to procure an external website via the anticipated RTAC contract through the LPA Website Governance Board process. We received notice that our "external websites have been approved by the Website Governance Board for development" in September 2017. Our RFP went live in Winter 2017 and the technical review and selection process took place in spring 2018.

The Contract was awarded to NORC, at the University of Chicago on July 11, 2018. They, and their subcontractors Forum One (website lead) and IIE (application portal lead), began work on the website almost immediately. The RTAC parent website received approval of the USAID Web governance board on 11/20/2018.

The current version of the website does NOT include an active link to "Apply to Join the RTAC Network Here" button.   However, the intent has always been to post an "Apply to Join the RTAC Network Here" button on the website once approval was received from IRD and the Privacy Office. Attached is the list of questions that will be asked via the "Apply to the RTAC Network Here"" portal. We are now seeking permission to have the contractor proceed to imbed the questions/form in the "Apply to Join the RTAC Network Here" button on the website.   The "Apply to Join the RTAC Network Here" button is not yet live on the website because we are in the process of requesting IRD and Privacy Office approval.

2.3.3   Do you use any data collection forms or surveys?

☐ No.

☐ Yes; contains existing web data collection form or survey (please provide a copy to the Privacy Program for Privacy's records)

☒ Yes; contains new web data collection form or survey (in process of approval)

2.3.4   Has M/MS/IRD approved the Forms or Surveys listed above?

☐ N/A

☐ Yes.

☒ No.

We are currently working with M/MS/IRD POC to obtain approval. The Federal Register notice requesting comments on this process under the Paperwork Reduction Act was published on 03/15/2019.

3   Availability, Source and Use of PII

3.1   Types of PII

3.1.1   What types of personal information do you collect, use, maintain, or disseminate?

Check all that apply. If you choose Other, please list the additional types of PII.

☐ None. (Note: Collection of a USAID workforce member's name, work email address, and work telephone number is a collection of PII.)

☒ Name, Former Name, or Alias	☒ Work Phone Number
☐ Mother's Maiden Name	☒ Work E-Mail Address
☐ Social Security Number or Truncated SSN	☐ Employee Number or Other Employee Identifier
☐ Date of Birth	☐ Employment or Salary Record
☐ Place of Birth	☐ Security Clearance
☐ Home Address	☐ Criminal Record
☐ Age	
☒ Home Phone Number	☒ Sex or Gender
	☐ Military Record
☒ Personal Cell Phone Number	☐ Financial Record
☒ Personal E-Mail Address	☒ Education Record
☐ Driver's License Number	☐ Tax Identification Number
☐ Passport Number or Green Card Number	☐ Citizenship
☐ Medical Record	☐ Patient Identification Number
☐ Marital status or Family Information	☐ Sexual Orientation
☐ Race or Ethnicity	☐ Religion
☐ Credit Card Number or Other Financial Account Number	
☐ Bank Account Number	
☐ Other Physical Characteristic (eye color, hair color, height, tattoo)	
☐ Biometric Record (signature, fingerprint, photograph, voice print, physical movement, DNA marker, retinal scan, etc.)	
☒ Other: Technical sectors of expertise	
☒ Other: Geographic areas of expertise	
☒ Other: Institutional affiliation	
☐ Other:	

3.1.2	What types of digital or mobile data do you collect, use, maintain, or disseminate?

Check all that apply. If you choose Other, please list the types of data.

☐ None.

☒ User Names	☒ Log Data (IP address, time, date, referrer site, browser)
☒ Passwords	☐ Tracking Data (single or multi-session cookies, beacons)
☒ Form Data	☐ Location or GPS Data
☐ Photo Data	☐ Other Hardware or Software Controls
☐ Unique Device Identifier	☐ On/Off Status and Controls
☐ Audio or Sound Data	☐ Cell Tower Records (logs, user location, time, date)
☐ Camera Controls (photo, video, videoconference)	☐ Data Collected by Apps (itemize)
☐ Microphone Controls	☐ Network Status
☐ Other Device Sensor Controls or Data	☐ Network Communications Data
☐ Contact List and Directories	☐ Device Settings or Preferences (security, sharing, status)
☐ Biometric Data or Related Data	☐ SD Card or Other Stored Data
☐ Other:	

3.1.3	About what types of people do you collect, use, maintain, or disseminate personal information?

Check all that apply. If you choose Other, please list the types of people.

☒ Citizens of the United States

☒ Aliens lawfully admitted to the United States for permanent residence

☐ USAID Direct Hires and USAID Personal Services Contractors

☒ Institutional Contractors and/or Services Providers

☒ Aliens not admitted for permanent residence

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3.1.4   What PII is likely to be made available to USAID, beyond what is collected?
(Note: Under OMB Memorandum M-10-23, USAID must identify the PII likely to be made available through third party websites and applications.) **Making PII available occurs when PII becomes available to USAID regardless of whether the agency intentionally solicits or collects it. It is not necessary to include in this response the information actually collected by USAID and disclosed under 3.1.1 and 3.1.2, above.**

</td></tr>
</table>

If you choose Other, please provide a response.

☐ PII might be disclosed/made public by site visitors without restriction as they post/upload comments and other materials. Indicate below whether site registration is required for postings and uploads.
☐ USAID may have access to the site's registration information for the user. If this applies, indicate below whether users have any options to limit the scope of account registration information or what portions are made available to USAID. Please identify the specific relevant information likely to be made available to USAID.
☐ PII can be uploaded, made public, or disclosed to third parties when users associate themselves with a site or page. This can occur though "friending", "following", "liking", joining a group, becoming a "fan" and similar activities.

No PII, beyond what is collected, is expected to be made available to USAID. The only information USAID will have access to is the information disclosed above and outlined in the attached appendix. Our contractors have restricted the RTAC Partner Pool Application Portal form such that no additional PII may be voluntarily shared by applicants, beyond what has been requested.

3.1.5   What are the sources of PII made available to USAID from this website?

If you choose Other, please provide a response.

☒ Information disclosed by site visitors as they post/upload comments and other materials. This will be the information voluntarily provided by individuals who register within the partner pool.
☐ USAID access to the site's registration information for the user.
☐ Information disclosed as users associate themselves with a site or page. (i.e., "friending", "following", "liking", joining a group, becoming a "fan" and similar activities.)
☒ Other: We have revised the form so no additional PII information can be made available by applicants to the RTAC Partner Pool.

We are not going to retrieve the information by personal unique identifier. The sources of PII made available to USAID from this website will be consistent with the items found above in Sections 3.1.1 and 3.1.2.

Primarily, USAID will have access to this information via password-protected access to the RTAC Partner Pool database. A restricted number of USAID staff (less than five) will have password-protected access to the information via the third-party website. The third-party houses, stores, and secures all the data (the database is never envisioned to be housed on USAID's website directly). USAID envisions searching

3.1.5   What are the sources of PII made available to USAID from this website?

for partner pool members in the third-party database by subject or geographic area expertise. Unique identifiers will not be used to search for information.

In addition to password-protected access to the third-party database, RTAC will make available to USAID (as needed) lists/rosters of the key summative information of the expertise in the database. The roster (either PDF and/or Excel format) would include only the key PII needed to enable USAID to determine if the RTAC Partner Pool contains the necessary expertise to fulfill a new research requirement. Specifically, it is envisioned to include: Institutional affiliation, name, technical sector of expertise, and geographic sector of expertise. (NOTE: Almost all of this information is already publicly available for university-based researchers. However, having it one aggregated list makes it easier for USAID M/B/IOs to quickly determine if the RTAC Partner Pool has the expertise they need to complete any new requirements that may develop.)

The rosters will only be provided to relevant USAID staff on a "need to know" basis and will be marked "SBU" and, once received, will be stored in limited access folders on the USAID network. The rosters will not include contact information for the researchers.

Researchers will provide consent to share this information with both RTAC and USAID as a part of completing their application to the RTAC Partner Pool.

☐ If the response to Question 3.1.1 indicates that no PII is collected, used, maintained or disseminated, click here and skip to Section 4.1.

3.2   Intended Use of PII

3.2.1   How will USAID use the PII described above?

USAID will use the PII to determine if the contracted RTAC Partner Pool has the requisite expertise needed to successfully complete new research projects identified by various M/B/IOs across the Agency.

The purpose of the RTAC Partner Pool Portal Application is to enable RTAC (NORC, third party contractor and its subcontractors) to solicit and collect information from researchers who may be interested in performing research on behalf of USAID so that USAID can make this determination. RTAC will be responsible for providing USAID regularly with a general overview of the expertise available in the RTAC research network members so interested staff at M/B/IOs who might be looking for specific geographic and technical sector expertise can determine if the RTAC Partner Pool has adequate expertise to respond to new needs as they are identified. This information will be provided to the Global Development Lab's Center for Development Research (LAB/CDR) RTAC contract management team and will likely include charts showing the percentage of researchers in the partner pool from each region and technical area in which USAID works. No PII will be included in those summaries.

When an M/B/IO approaches CDR with an inquiry about expertise available in the RTAC Partner Pool, CDR will generally provide names of universities within the network, technical expertise, and geographic expertise to interested USAID parties (minus researcher names).

If rosters of specific names and university affiliations (not addresses) of specific researchers are shared

3.2.1   How will USAID use the PII described above?

via a spreadsheet or PDF with USAID colleagues interested in working with the RTAC Partner Pool, (because they need more specifics to determine if appropriately experienced individuals are currently in the RTAC Partner Pool and therefore eligible to apply for potential work), it will be appropriately password protected before being shared via an SBU email (as noted above).   Only those with a legitimate "need to know" will have access to a roster that includes any PII, and the only PII that would be included in the roster is: institutional affiliation, name, technical sector of expertise, and geographic sector of expertise.

Similarly, the five USAID LAB/CDR colleagues who have password-protected access to the third-party housed RTAC Partner Pool Database would only access the PII inside the database on an as-needed basis and no unique identifiers would be used.

3.2.2 Provide specific examples of uses for the PII.

The PII will be used in several ways by USAID:

1) The PII that will be included in the RTAC Partner Pool Portal database will contain information critical to supporting the monitoring and evaluation efforts and indicator tracking required for RTAC. Specifically, the PII will be used by RTAC to help RTAC calculate whether or not they are meeting their targets for key indicators under the Contract (i.e. number of male versus female registrants, number of registrants associated with a minority serving institutions number of registrants of low- and middle-income countries, etc.). The information, however, will only be reported to USAID in aggregate as a part of the bi-annual reporting process.

2) As noted above, several specific pieces of the PII (specifically Institutional affiliation, Name, technical sector of expertise, and geographic sector of expertise) will be used to help USAID determine if the RTAC Partner Pool Portal contains the expertise needed to help USAID complete new and upcoming research activities for the Agency.

For example, if an M/B/IO comes to the LAB/CDR with a need for research expertise in sub-Saharan Africa, the LAB/CDR could ask the RTAC team to send an appropriately protected list/roster that listed the names, institutional affiliations, and geographic areas of expertise for all of their researchers in sub-Saharan Africa. Looking at the breadth and depth of that list would enable the M/B/IO to determine if there was specific capacity within the existing RTAC Partner Pool to fulfill their new research requirement, or if additional researchers would need to be recruited to complete the envisioned work.

3) Conversely, when an M/B/IO presents the LAB/CDR with a new project need/requirement, NORC (the RTAC Contractor) will use the contact information (email addresses) available in the RTAC Partner Pool to email information about the new USAID project opportunity out to Partner Pool members so that they could consider applying for the opportunity or providing an expression of interest to USAID.

4) Once interested researchers in the Partner Pool (typically 1-5 researchers per solicitation) choose to "apply" for new USAID opportunities, those individuals' names, proposals, resumes, and contact information will be shared with USAID so that USAID can participate in the research selection process (if

3.2.2 Provide specific examples of uses for the PII.

desired). Essentially, this function is like that of a job application review. Once a specific researcher/research team has been selected for the new requirement, the USAID M/B/IO who will be funding the activity will be provided access to that researcher/research team's contact information (e.g., name, university, email, and phone number) so that they can complete the work together as official subcontractors under the RTAC Contract.

5) As another example of how the PII may be used by RTAC, or the purposes of buy-in coordination, NORC (our third-party contractor) might link together a group of RTAC Partner Pool members for a potential joint activity. The RTAC Research Director would make those links/introductions, if needed/applicable. USAID would not be given the email addresses or contact information to facilitate these introductions and it is not envisioned that USAID would ever receive the email addresses and contact information for specific partner pool members until after a research project team has submitted a specific proposal for a USAID requirement. (NOTE: Applicants to the RTAC Partner Pool are asked to indicate whether or not they want their information shared in this way with other RTAC Partner Pool members, or no. Only those who have provided consent would be considered for this type of introduction.)

NOTE: NORC, as well as all of the subcontractors supporting the RTAC Contract, have appropriate nondisclosure/confidentiality agreements in place for this contract as a further protection for all information covered by the contract.

3.3   Sharing and Disclosure of PII

3.3.1   Will the PII be shared with any people or entities within USAID?

Once interested parties in the RTAC Partner Pool (typically 1-5 per solicitation) choose to "apply" for new opportunities, it is envisioned that those individuals' names, proposals, and resumes will be shared by RTAC with USAID/LAB/CDR and the USAID M/B/IO requesting the research activity so that USAID can participate in the researcher selection process. Once a specific researcher/research team has been selected, the USAID M/B/IO who will be funding the activity will have access to that researcher/research team's contact information (name, university, email, and phone number).

3.3.2   Will the PII be shared with any people or entities outside of USAID?

RTAC (NORC and its approved subcontractors) will not share the partner pool database with anyone outside of USAID or its existing network of RTAC subcontractors. NORC, and all of its approved subcontractors, have nondisclosure/confidentiality agreements in their contracts that prohibit them from sharing this information beyond RTAC or USAID.

As noted above, for the purposes of buy-in coordination, a group of RTAC Partner Pool members may be linked to each other (by NORC) for consideration of a potential joint activity. The RTAC Research Director would make those links/introductions, if needed/applicable, and only after receiving consent from both parties.

3.3.3 What safeguards will be in place to prevent uses beyond those authorized under law and described in this PIA?

Please view IIE's Privacy Policy here: https://www.iie.org/en/Learn/Privacy-Policy.

3.4   Maintenance and Retention of PII

3.4.1   How will the agency maintain the PII?
The vast majority of the PII collected under this contract will be maintained by USAID's third-party contractors offsite. The portions of the PII that will be received by USAID via PDF or Excel sheets (limited to lists/rosters of researchers/universities as noted above) and individual resumes for selected researchers/research teams, etc., will be maintained in "Limited Access" folders (with appropriate privacy restrictions) and will only be shared with other USAID colleagues on a need to know basis. When shared, the data will be marked SBU. None of the PII maintained by USAID will be searched using unique identifiers; rather it will just include lists of information as noted above.

3.4.2   How long will the agency maintain the PII?
The LAB/CDR reached out to the POC in M/MS/IRD; we are currently working with M/MS/IRD to develop a retention policy.

3.4.3   Was the retention period established within USAID's Information and Records Division (M/MS/IRD)?
The LAB/CDR reached out to POC in M/MS/IRD; we are currently working with M/MS/IRD.

3.5   Securing PII

3.5.1   Did you review the privacy policy of the third party website and/or application to ensure that it appropriately supports USAID's privacy protection position?

Yes.

The IIE Terms and Conditions can be viewed here: https://www.iie.org/en/Learn/Terms-and-Conditions and the Privacy Policy here: https://www.iie.org/en/Learn/Privacy-Policy.

3.5.2   How will PII obtained from this website be secured?

IIE's online application system (Slate) is in a hosted model managed by our third-party vendor, Technolutions. All application data including PII will be stored in an encrypted database which is centrally administered and housed on secured enterprise grade servers. All data is stored in secure, modern datacenters, through the use of the Amazon Web Services (AWS) cloud. Production services are hosted in the U.S. east 1 region in Northern Virginia, with services duplicated across two availability zones. The database will never be housed on the USAID website or USAID server.

The database will run with full transaction logging. Transaction logs are backed up every 3 hours and are held for at least 60 days, providing point-in-time restores for that duration.

Full backups are taken weekly and are held for at least 60 days. The outside duration of the Recovery Point Objective is 3 hours, and the outside duration of the Recovery Time Objective is 12 hours (the RTO for most issues would be measured in seconds), the us-east-1 region, with near real-time replication to the us-west-2 region.

Access to the database requires userid/password authentication.

Document stores are versioned and all versions are automatically replicated throughout depending upon the severity of the issue.

3.5.3   Indicate how PII will be encrypted, both as data in motion and data at rest.

All application data is encrypted in transit and at rest. All requests to the application platform are routed over HTTPS with a minimum grade of 128-bits enforced. Requests over HTTP are redirected to HTTPS.

HTTP Strict Transport Security headers set to prevent against HTTPS downgrade attacks.

Only secure versions of TLS are supported and all versions of SSL are disabled.

Request verbs are limited to GET, HEAD, and POST.

Request content length is limited as appropriate.

3.5.3   Indicate how PII will be encrypted, both as data in motion and data at rest.

Cache expiration is enforced on all secured pages.

Content is compressed using gzip or deflate if supported by the browser.

Static content is cached server-side with non-immediate browser expiration and via edge-servers in content delivery network utilizing international datacenters for low latency access all around the world.

Sensitive data is never accessed by or through the content delivery network.

3.5.4   Describe how access to the PII will be controlled.

Access to all data in the RTAC Partner Pool Portal Application database, including PII, requires that all users have a user ID and password. User access is controlled by third-party IIE application administrators who control the level and type of user access. All user logins are logged and held for at least 60 days. User sessions to the application system initiated outside of the US triggers emails to application administrators as an additional layer of security. IIE expects to implement multifactor authentication and Single Sign-on by June 2019.

4   Identification and Mitigation of Other Privacy Risks

4.1   Other Privacy Risks

4.1.1   Does a USAID.gov domain link directly to this third party website or other location that is not part of an official government domain?
☐ No. *(Jump to Section 4.1.4)*   ☒ Yes. The USAID.gov domain will include a hyperlink to www.rtachesn.org.

4.1.2   Is an alert provided (such as a statement or "pop-up") to visitors explaining they are being directed to a non-governmental website?
☐ No.   ☒ Yes. (Please describe below.)   All links to sites to a non .gov domain automatically pass through an interstitial page telling visitors that they are being directed to a non-governmental website (confirmed via email with the LPA Web Team Lead, email 03/14/2019).

4.1.3   Do you disclose to the public their use of the third-party application if it is incorporated or embedded on the USAID.gov website?
N/A, the third-party application is not incorporated or embedded on the USAID.gov website.

4.1.4   How do you create the appropriate USAID brand to indicate an official USAID presence on the third-party website?
The branding and marking on the parent site (www.rtachesn.org) is in line with branding and marking standards and has received approval from the LPA Web Governance Board (11/20/2018).

4.1.5   Do you utilize means other than branding to distinguish USAID activities from those of non-governmental actors?
Branding is the primary way USAID activities are distinguished from those of non-governmental actors. We will brand USAID activities in accordance with Agency policy.

4.1.6	**How does USAID provide alternate means for members of the public to obtain equivalent access to similar agency information and services as available on this website without using a third-party website?** *(Note that OMB guidance indicates that providing alternate means for access to agency information and services can provide substantial risk mitigation. It is also vital to assure that members of the public are not required to access agency information and services through third-party websites.)*

Information about how to apply to be a part of the RTAC Network is made available regularly through public presentations of both RTAC (NORC) and USAID staff. It is included in hard copy USAID-branded RTAC brochures and flyers, is provided verbally by USAID staff in informal and formal settings, and will be included generally on usaid.gov.

4.1.7	**What other privacy risks exist, and how will the agency mitigate those risks?[1]**

☐ The Privacy Notice posted by USAID on this website discloses the following privacy risks inherent in most third-party websites: disclosure of PII by users themselves through their activities on the website, including activities that associate their account with content on the website; third-party advertising and tracking; and spam, unsolicited communications, spyware and similar threats.

☐ Other risks and mitigation measures discussed below.

☒ Not applicable

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[1]Note: A number of specific risk factors and possible mitigation measures are discussed in OMB's Memorandum of December 29, 2011 to Chief Information Officers, "Model Privacy Impact Assessment for Agency's Use of Third-Party Websites and Applications", Section 7.1 (pp. 11-13). A number of these risks could be unrelated to any content posted by USAID; they may stem from potential activities of website operators, other parties participating on the overall website, and even website visitors themselves. Consider the approach to provide high-level risk mitigation as discussed in the Websites and Applications Program Standard Operating Procedure. The Sample Generic Privacy Notice for Third Party Websites, included in that SOP as an Appendix, is intended to provide effective notice to website visitors of such residual risks that may remain when USAID forgoes the actual collection of PII from the third-party website and provides alternative means for the public to obtain information and services from USAID without using third party websites.

5   Creation or Modification of a System of Records

☐ If the response to Question 3.1.1 indicates that no PII is collected, used, maintained or disseminated, check here and skip this section.

5.1   SORNs

5.1.1   Will the agency's activities create or modify a "system of records" under the Privacy Act of 1974?
No.

Please stop here and send this form to the Privacy Program at privacy@usaid.gov. The Privacy Program will review your information and contact you. For traceability and continuous process improvement, this version of the Third Party Website PIA template is 20181116_v10D.