

PIA Analysis Worksheet and Summary Template

The template for an information technology (IT) system Privacy Impact Assessment (PIA) Analysis Worksheet and Summary Template begins on the following page. The Template covers the four major categories of information required for inclusion into the PIA: system characterization, information sharing practices, Web site practices, and security controls.

NASA IT Privacy Impact Assessment (PIA) Analysis Worksheet

The PIA determines what kind of information in identifiable form (IIF), if any, is contained within a system, what is done with that information, and how that information is protected. Systems with IIF are subject to an extensive list of requirements based on privacy laws, regulations, and guidance.

Identifying Numbers (Use N/A for items that are Not Applicable)

Application Name (generally the name that the system is accessed by. www.nasa.gov, when Web enabled, for example): <https://cwa.grc.nasa.gov>

Application Owner: Lynda D. Glover

(Person who is responsible for funding) Phone Number: 216-433-2463 E-Mail: lynda.d.glover@nasa.gov

System Manager Lindsey Flash

(Responsible for system technical operation) Phone Number: 216-433-8167 E-Mail: Lindsey.m.flash@nasa.gov

NASA Cognizant Official: Lynda D. Glover

(NASA individual responsible for management of daily operations) Phone Number: 216-433-2463 E-Mail: lynda.d.glover@nasa.gov

Activity/Purpose of Application: The GRC Co-op Web Application (CWA) is a web-based application that will provide college students the ability to submit an application and an electronic resume to GRC to apply for the Co-op Educational Program. The Office of Human Resources Workforce Planning (OHRWP) will use the CWA application to update and track the status of the submitted applications and related attachments sent via paper mail. Furthermore, they will use the application to select managers who will receive an electronic copy of the students' resume to review. Administration options will be available to run selected reports and also purge the database of old applications.

Mission Program/Project Supported: Office of Human Resources - Co-op Education Program

IT Security Plan Number: OA-9999-M-GRC-2202

System Location (Center or contractor office building, room, city, and state): Center/Contractor: Glenn Research Center
Street Address: 21000 Brookpark Rd.
Building: Building 142
City: Cleveland ST: OH ZIP: 44135

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

OMB Information Collection _____

Approval No. and Expiration Date: _____

Other Identifying Number(s): _____

The first section "System Information Analysis" must be completed by all systems as part of the IT Security Certification & Accreditation Process.

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
System Information Analysis					
1	<p>Is this a new system or has/have any of the major changes listed in the Comments column occurred to the system since April 2003 or the conduct of the last PIA?</p> <p>If yes, please check "new system" or which change(s) have occurred.</p> <p>N/A is NOT an option.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> This is a new system <input type="checkbox"/> Conversions <input type="checkbox"/> Anonymous to Non-Anonymous <input type="checkbox"/> Significant System Management Changes <input type="checkbox"/> Significant Merging <input type="checkbox"/> New Public Access <input type="checkbox"/> Commercial Sources <input type="checkbox"/> Internal Flow or Collection <input type="checkbox"/> New Interagency Use <input type="checkbox"/> Alteration in Character of Data
2	<p>Does/Will the system contain Federal records?</p> <p>RECOMMEND RESPONDENT READ EXPLANATION.</p> <p>If this is answered "N", but either Q4 or 13 are answered "Y," this question should be "Y."</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p>If the system contains/will contain Federal records, under which disposition authority item in the NASA Records Retention Schedules or the General Records Schedules are/will the records be retained and disposed of or archived?</p> <p>If 2 is "Y", completion of this item is mandatory. See Instructions for completing this item.</p>				Schedule Item: NRRS Schedule 3/3300-14 NASA Special Employment Program files
4	<p>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?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	<p>Are the records Vital records for the organization?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	<p>Are backup files (tapes or other media) being stored off-site?</p> <p>If yes, please indicate in the comment field where backups are located.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backup storage location : _____Plumbrook_____ _____ _____ _____ _____

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System Information Analysis (continued)					
7	<p>Does/will the system collect information in a standard way (forms, Web enabled form, survey, questionnaire, etc.) from members of the public and/or contractors, regardless of whether voluntary and regardless of format (paper or electronic)?</p> <p>If yes, please check types of info required under Comments.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Personally identifiable information</p> <p>Other _____</p> <p>Other _____</p> <p style="color: red;">If answered no, Auto fill next question N/A.</p>
8	<p>Is the information collection indicated above authorized by an OMB Approval Number under the Paperwork Reduction Act (PRA)?</p> <p>If yes, please provide the OMB PRA Approval Number under Comments</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>PRA OMB Approval Number:</p> <p>_____</p> <p>This number should also be provided as an "identifying number" on the first completed page of this PIA.</p>
9	<p>Does/Will the system <i>contain (store)</i> information in identifiable form (IIF) from or on individuals within any database(s), record(s), file(s) or Web site(s) hosted by this system?</p> <p>Note: 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 style="color: red;">[Autofill all relevant questions with N/A.]</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</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's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's 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: _____</p>
10	<p>Indicate all the categories of individuals about whom IIF is or will be collected.</p> <p>Check all that apply.</p>			<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Employees</p> <p><input checked="" type="checkbox"/> Members of the public (excluding contractors & partners)</p> <p><input type="checkbox"/> Patients</p> <p><input type="checkbox"/> Business partners/contacts (federal, state, local agencies, peer reviewers)</p> <p><input type="checkbox"/> Vendors/Suppliers/Contractors</p> <p><input type="checkbox"/> Other</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
System Information Analysis (continued)					
11	<p>Are records on the system (or will records on the system be) retrieved by one or more data elements?</p> <p>Note: If yes, specify in the Comments column data elements will be used in retrieving the records (i.e., using a record number, name, social security number, or other data element or record locator methodology). If the category of personal information is not listed, please check "Other" and identify the category.</p> <p>If "yes" AND question 12 is answered "yes," autofill question 13 "yes."</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <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's license <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint) <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Vehicle identifiers (e.g., license plates) <input type="checkbox"/> Mailing address <input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell) <input type="checkbox"/> Medical records numbers <input type="checkbox"/> Medical notes <input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) <input type="checkbox"/> Certificates (e.g., birth, death, and marriage) <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other) <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other) <input type="checkbox"/> Web Uniform Resource Locators (URL) <input type="checkbox"/> E-mail address <input checked="" type="checkbox"/> Education records <input type="checkbox"/> Military status and/or records <input type="checkbox"/> Employment status and/or records <input type="checkbox"/> Foreign activities and/or interests <input checked="" type="checkbox"/> Other: Race/National Origin; Gender
12	<p>Are/Will records on 10 or more individuals containing IIF [be] maintained, stored or transmitted/passed through this system?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	<p>Is the system (or will it be) subject to the Privacy Act?</p> <p>Note: If the answer to questions 9, 11, and 12 were yes, the system will likely be subject to the Privacy Act. System owners should contact their Center PAM for assistance with this question if they are uncertain of the applicability of the Privacy Act.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If the answer to questions 11, 13, and 14 were yes, the system will likely be subject to the Privacy Act. System owners should contact their Center PAM for assistance with this question if they are uncertain of the applicability of the Privacy Act.</p> <p>Autofill "yes" when yes is marked for 9 and 11; "no," if 9 and 11 are marked "no."</p>
14	<p>Has a Privacy Act System of Record (SOR) Notice been published in the Federal Register for this system?</p> <p>Note: If no, explain why not in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> No IIF is contained in the system. <input type="checkbox"/> IIF is in the system, but records are not retrieved by IIF. <input type="checkbox"/> Should have published an SOR, but was unaware of the requirement. <input type="checkbox"/> System is required to have an SOR but is not yet procured or operational. <input type="checkbox"/> Other: _____
15	<p>If a SOR Notice has been published, have major changes to the system occurred since publication of the SOR?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
<p>### Respondent may stop here under either of the following circumstances:</p> <ul style="list-style-type: none"> • Question 9 is answered “No” or • Question 9 is answered “Yes” AND either Question 1 is answered “No” or Question 10 does not indicate information is collected on “Members of the Public.” <p>If either of the above circumstances exists, see PIA Completion Instructions for required signature and copy routing directions. ###</p>					
Information Sharing Practices					
16	Is the IIF in the system voluntarily submitted (or will it be)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	<p>Does/Will the system collect IIF directly from individuals?</p> <p>Note: If yes, identify in the Comments column the IIF the system collects or will collect directly from individuals. If the category of personal information is not listed, please check “Other” and identify the category.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name Date of birth Home Address Email address Phone number Race/National Origin Gender School Name School Address School Major/Minor GPA
18	<p>Does/Will the system collect IIF from other sources (i.e., databases, Web sites, etc.) besides directly from the individual?</p> <p>Note: If yes, specify the resource(s) and IIF in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19	<p>Does/Will the system populate data for other resources (i.e., do databases, Web sites, or other resources rely on this system’s data)?</p> <p>Note: If yes, specify resource(s) and purpose for each instance in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
20	<p>Does/Will the system <i>share</i> or <i>disclose</i> IIF with agencies external to NASA, or other people or organizations outside NASA?</p> <p>Note: If yes, specify with whom and for what purposes, and identify which data elements in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>With whom and for what purposes:</p> <p><input type="checkbox"/> _____</p>
21	<p>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?</p> <p>If yes, indicate in the Comments column internal or external and the system(s) with data which are matched.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Location of other systems involved in matching:</p> <p><input type="checkbox"/> Internal NASA</p> <p><input type="checkbox"/> External to NASA</p> <p>Other systems involved:</p> <p>_____</p> <p>_____</p> <p>If answered "No," auto fill 22 with N/A.</p>
22	<p>If data matching activities will occur, will the IIF be de-identified, aggregated, or otherwise made anonymous?</p> <p>Note: If yes, please describe this use in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> De-identified</p> <p><input type="checkbox"/> Aggregated</p> <p><input type="checkbox"/> Other</p>
23	<p>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)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24	<p>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)?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25	<p>Is there/Will there be a process in place for individuals to choose how their IIF data is used?</p> <p>Note: If yes, please describe the process for allowing individuals choice in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Process: Individuals are notified of intended use when they are asked to provide the information. By voluntarily providing the information, they give consent to its use as described.</p>
26	<p>Is there/Will there be a complaint process in place for individuals who believe their IIF has been inappropriately obtained, used, or disclosed, or that the IIF is inaccurate?</p> <p>Note: If yes, please describe briefly the notification process in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Process: A link will be provided at bottom of online form for "Privacy Complaints". It will state: "If you feel that your personal information has been used in a manner not consistent with the intent of this application, contact the Responsible NASA Official listed.</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
27	<p>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 relevancy?</p> <p>Note: If yes, please describe briefly the review process in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Process: _____</p> <p>_____</p> <p>_____</p>
28	<p>Are there/Will there be rules of conduct in place for access to IIF on the system?</p> <p>Note: If yes, identify in the Comments column all users with access to IIF on the system and for what purposes they use the IIF.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Users</p> <p><input checked="" type="checkbox"/> Administrators</p> <p><input checked="" type="checkbox"/> Developers</p> <p><input checked="" type="checkbox"/> Contractors</p> <p>For what purposes:</p> <p><input checked="" type="checkbox"/> Co-op students can view their own info.</p> <p><input checked="" type="checkbox"/> Co-op admin uses IIF to contact student if needed and to select students for co-op positions.</p> <p><input checked="" type="checkbox"/> Panel members use IIF to contact student if needed and to select students for co-op positions.</p> <p><input checked="" type="checkbox"/> Administrators, developers, and some contractors have access to IIF only for the purpose of loading data or moving data within the database.</p> <p>Contractors have a clause in their contract stating they must abide by NASA privacy policies. NASA civil servants are also required to abide by Privacy Policies. Students who use the software to submit their online application have no rules of conduct that apply to them.</p>
29	<p>Is there a process in place to log routine and non-routine disclosures and/or unauthorized access?</p> <p>If yes, check in the Comments column which kind of disclosures are logged.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Disclosures logged:</p> <p><input type="checkbox"/> Routine</p> <p><input type="checkbox"/> Non-routine</p> <p><input type="checkbox"/> Public Internet _____</p>
Web site Host – Question Sets					
30	<p>Does/Will the system host a Web site?</p> <p>Note: If yes, identify what type of site the system hosts in the Comments column.</p> <p>If no, check "No" for all remaining questions in the "Web Site Host Question Sets" section and answer questions starting with the "Administrative Controls" section beginning with question 44.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type of site:</p> <p><input checked="" type="checkbox"/> Public Internet _____</p> <p><input type="checkbox"/> Internal NASA _____</p> <p><input type="checkbox"/> Both _____</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
31	<p>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.)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	<p>Is the Agency Web site privacy policy statement posted (or will it be posted) on the Web site?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	<p>Is the Web site's privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?</p> <p>Note: If no, please describe in the Comments column your timeline to implement P3P requirements for this system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	<p>Does the Web site employ (or will it employ) persistent tracking technologies?</p> <p>Note: If yes, identify types of cookies in the Comments column. If persistent tracking technologies are in place, please indicate the official who authorized the use of the persistent tracking technology.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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: _____
35	<p>Does/Will the Web site collect or maintain personal information from or about children under the age of 13?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">If marked "No," autofill "N/A" in next question.</p>
36	<p>If the Web site does/will collect or maintain personal information from or about children under the age of 13, please indicate what information and how the information is collected.</p>			<input checked="" type="checkbox"/>	<input type="checkbox"/> Actively directly from the child <input type="checkbox"/> Passively through cookies <input type="checkbox"/> Both of the above What Information collected: _____ _____
37	<p>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.</p> <p>Note: If yes, also identify the non-NASA organizations in the comments field</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information is shared with: _____ _____ _____ <p style="color: red;">If "no," autofill "N/A" in items 38 & 39.</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
38	<p>If the Web site does/will collect or maintain personal information from or about children under the age of 13, specify in the comments field what method is used for obtaining parental consent.</p>			<input checked="" type="checkbox"/>	<p>Method used for obtaining parental consent (please check all that apply)</p> <p><input type="checkbox"/> No consent is obtained</p> <p><input type="checkbox"/> Simple email</p> <p><input type="checkbox"/> email accompanied by digital signature</p> <p><input type="checkbox"/> signed form from the parent via postal mail or facsimile</p> <p><input type="checkbox"/> accepting and verifying a credit card number in connection with a transaction</p> <p><input type="checkbox"/> taking calls from parents, through a toll-free telephone number staffed by trained personnel</p>
39	<p>Does/Will the Web site <i>collect</i> IIF electronically from any individuals?</p> <p>Note: If yes, identify what IIF the system collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</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's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's 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 checked="" type="checkbox"/> Other:Race/National Origin; Gender</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
40	<p>Does/Will the Web site provide a PDF form to be completed with IIF from any individuals and then mailed or otherwise provided to NASA?</p> <p>Note: If yes, identify what IIF the PDF form collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <ul style="list-style-type: none"> <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's license <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint) <input type="checkbox"/> Mother's 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: _____
41	<p>Does/Will the Web site <i>share</i> IIF with organizations external to NASA, or other people or organizations outside NASA?</p> <p>Note: If yes, specify with whom and for what purposes.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>With whom and for what purposes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
42	<p>Are rules of conduct in place (or will they be in place) for access to IIF on the Web site?</p> <p>Note: If yes, identify in the Comments column all categories of users with access to IIF on the system, and for what purposes the IIF is used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Contractors <p>For what purposes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Co-op students can view their own info. <input checked="" type="checkbox"/> Co-op admin uses IIF to contact student if needed and to select students for co-op positions. <input checked="" type="checkbox"/> Panel members use IIF to contact student if needed and to select students for co-op positions. <input checked="" type="checkbox"/> Administrators, developers, and some contractors have access to IIF only for the purpose of loading data or moving data within the database.

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
43	<p>Does (or will) the Web site contain links to sites external to the Center that owns and/or operates the system?</p> <p>Note: If yes, note in the Comments column whether the system provides a disclaimer notice for users that follow external links to Web sites not owned or operated by the Center.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Disclaimer notice for all external links No disclaimer notice provided.</p> <p>The only link external to the Center is the link to the Agency site.</p>
Administrative Controls					
44	<p>Have there been major changes to the system since it was last certified and accredited?</p> <p>Note: If the system is under development and not yet certified and accredited at the time of this PIA, please describe in the Comments column the plan and timeline for conducting a certification and accreditation (C&A) for this system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
45	<p>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?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	<p>Who has /will have access to the IIF on the system?</p> <p>Note: Check all that apply in the Comments column.</p>				<p><input checked="" type="checkbox"/> Co-op students can view their own info.</p> <p><input checked="" type="checkbox"/> Co-op admin uses IIF to contact student if needed and to select students for co-op positions.</p> <p><input checked="" type="checkbox"/> Panel members use IIF to contact student if needed and to select students for co-op positions.</p> <p><input checked="" type="checkbox"/> System administrators have access</p> <p><input checked="" type="checkbox"/> Developers have access</p> <p><input checked="" type="checkbox"/> Contractors have access</p>
47	<p>If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	<p>Are methods in place to ensure that access to IIF is restricted to only those required to perform their official duties?</p> <p>Note: If yes, please specify method(s) in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Co-op administrator must approve all requests for access to the application and passwords are provided to approved users. Not sure what all is required by NIST SP 800-12.</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
49	<p>Are there policies or guidelines in place for the retention and destruction of IIF within the application/system?</p> <p>Note: If yes, please provide some detail about these policies/practices in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Co-op administrator has responsibility to select and delete old outdated records from the database in accordance with the NRRS.
Technical Controls					
50	<p>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)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Password protection is in place. Not sure all applicable controls are in place according to NIST SP 800-12, NIST SP 800-14 or NIST SP 800-53.
51	<p>Are any of the password controls listed in the Comments column in place (or will they be)?</p> <p>Note: Check all that apply in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Passwords expire after a set period of time. <input checked="" type="checkbox"/> Accounts are locked after a set period of inactivity. <input type="checkbox"/> Minimum length of passwords is eight characters. <input type="checkbox"/> Passwords must be a combination of uppercase, lowercase, and special characters. <input checked="" type="checkbox"/> Accounts are locked after a set number of incorrect attempts.
52	<p>Is there (or will there be) a process in place to monitor and respond to privacy and/or security incidents?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Controls					
53	<p>Are physical access controls in place (or will they be)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some physical controls are in place but not sure all applicable controls are in place according to NIST SP 800-12, NIST SP 800-14 or NIST SP 800-53.
- END -					

**PIA Analysis Worksheet
Contact Information**

Signature of NASA Cognizant Official

Date

Lynda D. Glover

GRC Cooperative Education Program Manager

Print Name

Title/Position

Glenn Research Center Office of Human Resources

Center and Office/Department

21000 Brookpark Road

Street Address

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Street Address

Cleveland, OH 44135

City, State and Zip Code

216-433-2463

216-433-8000

Phone Number

Fax Number

Please go to the next page and complete the PIA Summary. This Summary will be made publicly available at www.NASA.gov/privacy.

Privacy Impact Assessment (PIA) Summary

Date of this Submission (07/25/2007):

NASA Center: Glenn Research Center

Application Name: Co-op Web Application

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

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

Mission Program/Project Supported: Office of Human Resources Workforce Planning / Cooperative Education Program

Identifying Numbers (Use N/A, where appropriate)

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

OMB Information Collection Approval Number and Expiration Date:

Other Identifying Number(s):

Description

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

The GRC Co-op Web Application (CWA) is a web-based application that will provide college students the ability to submit an application and an electronic resume to GRC to apply for the Co-op Educational Program. The Office of Human Resources – Workforce Planning (OHRWP) will use the CWA application to update and track the status of the submitted applications and related information sent via paper mail. Furthermore, they will use the application to select managers who will receive an electronic copy of the students' resume to review. Administration options will be available to run selected reports and also purge the database of old applications.

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 Glenn Research Center will require that the student applicant provide identification and contact information such as name, home address, phone number and email. Additionally, the student's resume will also be stored within the application and may contain educational background information. This information contains IIF. The information collected will only be available to selected members of the Office of Human Resources and the Co-op Recruiters and Review Panels that are responsible for recruiting, interviewing and selecting students for co-op positions at Glenn Research Center. The information is used solely for the purpose of identifying the individual and their qualifications for selection to a co-op opportunity. Their contact information is used for sending correspondence to the applicant or for contacting them to obtain additional information via phone, email or paper mail. Applying to the Glenn Co-op Education Program is voluntary, but for those that do apply, submission of the IIF information is required.

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

The IIF being collected is the minimum necessary in order to identify the student applicant, provide information necessary for those reviewing their application to contact the student if necessary, and for the reviewers to make an informed decision regarding the qualifications of the student for the co-op position being offered.

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

The IIF being collected is used for recruiting, interviewing and selecting students for co-op positions at Glenn Research Center. The information is used solely for the purpose of identifying the individual and their qualifications for selection to a co-op opportunity. Their contact information is used for sending correspondence to the applicant or for contacting them to obtain additional information via phone, email or paper mail.

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

The agency will not share this information with any other individuals or agencies outside of the Glenn Research Center.

6. Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of 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, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

The IIF will be obtained from the student applicant via a web-based form. The student will provide the information from a web page that is linked to the software application and database. Privacy Act policy and information is provided via a link on the GRC Co-op Education Program web page. Clicking the Privacy Act link will display a web page with all pertinent information regarding the Privacy Act policies of NASA. Submission of the online student application is regarded as the student's consent for GRC to collect the information.

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

No information will be collected from children 13 or under.

8. Describe how the IIF will be secured.

The IIF is collected via a SSL web site linked to an Oracle database. The data being transmitted is sent via a secure link and once in the Oracle database is secured using access controls that limit access to only those individuals approved to access the information.

9. Describe plans for retention and destruction of IIF.

Applicants not accepted into the program will have their records deleted from the application according to NRRS Schedule 3/1330-14. Co-op students no longer employed at NASA will have their records deleted according to the NRRS Schedule 3/1330-14.

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

NASA 10SPER Special Personnel Records

Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it: Lynda D. Glover.

Lynda D. Glover
NASA GRC Cooperative Education Program Manager

Date 8/29/07

Concur:

Concur:

Sandy Nagy
Center Privacy Act Manager

Sasi Pillay
Center Chief Information Officer

Date _____

Date: _____

Concur:

Approved for Publication:

Patti F. Stockman
NASA Privacy Act Officer

Jonathan Q. Pettus
Chief Information Officer

Date: _____

Date: _____