



Privacy Impact Assessment

Full Entry Name: **GIRLS and BOYS Mentoring Program**

NASA Center: **NASA Headquarters**

Office/Mission Program/Project Supported: **Public Affairs Office**

NASA Point of Contact: **MAMTA NAGARAJA**

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System Overview: Women@NASA has created a virtual mentoring project that offers a one of a kind experience to middle school girls across the country. The participants will be mentored by Women@NASA who are engineers, accountants, scientists, and astronauts using Skype or Google Chat. Applicants must be US citizens, grades 5-8, have access to the internet or video chat, and be willing to commit to the 5 week program. The applicants apply through an online form accessible through the public website, by having a parent or guardian enter the parent's/guardian's name and contact email. Participants, who are randomly selected from the pool of applicants, have access to lesson plans online.

Privacy

Collection contains the following: (check the applicable items)	Name, Personal e-mail address, and Other (State of residence)
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes
Information is collected on the following:	Members of the Public (excluding contractors and partners)
The collection of PII is justified.	Yes
Law, regulation, or Government-wide policy justifies the collection of the information.	The Space Act of 1958
NASA will use the information in the following ways:	A registration form to participate in the program is completed by the parent or legal guardian of a student. The registration form collects the parent's name, email, and state of residence. The collection of responses from the application are inputted into Excel. The random number generator native to Excel is used to obtain a random selection of names. Those selected are notified via email to confirm participation and to put them in touch with their assigned mentor.
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
Consent	
The IIF is collected.	Voluntary
There is a process in place for the following	
Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	Yes (Consent is obtained through the registration process. When entering information, parents are informed of how their information will be used.)
Allowing the individual whose IIF is stored, collected, or maintained to choose how their IIF is used.	Yes (The information is submitted voluntarily with full disclosure of how it will be used.)
Security Controls	
Monitor and Response to privacy and/or security incidents policies.	Yes
Access controls:	Yes
Technical controls (safeguards) are in place to minimize the possibility of unauthorized access, use, or dissemination of the IIF in the application/website/information system/cloud system.	Yes
Information Sharing Practices	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites)	No
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	No
Accessibility, Redress, Complaints	
There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes (The information is validated by continuous interaction between mentors and students.)

Paperwork Reduction Act

The record/application/website/information system collects information in a standard way (via forms, surveys, questionnaires, etc.) from 10 or more persons (e.g., members of the public and NASA contractors, and grantees).	Yes
There is an OMB Control Number.	Does not currently have one (NASA PRA Clearance Officer determined one is not required)
Justification	The only information collected is the parent name, email address, and state of residence. Per a meeting on June 2, OGC reviewed the collection and determined that this does not trigger the PRA.

Web Measurement and Customizing Technology

The Application/Website/Information System Utilizes Web Measurement and Customization Technology (Cookies/Persistent Tracking).	No
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Concur:

/s/ Concurred

MAMTA NAGARAJA
System Owner
Date: 07/03/2013

Concur:

/s/ Concurred

MARION C MEISSNER
Center Privacy Manager
Date: 06/29/2015

Concur:

/s/ Concurred

BRYAN D MCCALL
NASA Privacy Program Manager
Date: 06/29/2015

Approve:

LARRY N SWEET
Senior Agency Official for Privacy
Date: 07/14/2015