

Presidential Scholars Privacy Policy and Impact Assessment

PRIVACY POLICY AND PRIVACY IMPACT ASSESSMENT FOR PSAONLINE

Thank you for visiting The Presidential Scholars Program's *PSAonline* application section and reviewing our privacy policy. Our policy is simple: We collect no personal information about you unless you choose to provide that information to us.

Neither the Department of Education nor its contractors give, share, sell, or transfer any personal information to a third party. If you want to know more about how we record non-personal information about your visit or how we use information that you voluntarily submit, read on.

Otherwise, enjoy your visit!

What is 'PSAonline'?

PSAonline (hereafter the 'Web site') is a product of the Presidential Scholars Program of the U.S. Department of Education (ED). It is an on-line application system, which allows eligible candidates, who have received an invitation to apply to the program (including an assigned user identification and password), to complete and submit their applications electronically. *PSAonline*, which is limited to users who have been authorized and issued identifications and passwords by ED, is reached through the Presidential Scholars Program's main site, <http://www.ed.gov/programs/psp/index.html>.

On the main site, users can view general information about the program including: the Executive Orders that authorize our work; frequently asked questions; the Commission members appointed by the President to select the Scholars each year; and the organizations that partner with us, without providing any personal information at all. The *PSAonline* site provides secure access for candidates and recommenders to enter, save, update, view, approve, submit and print application information during multiple sessions, using identifications, passwords and levels of access authorized by the program. We collect no personal information about you, unless you choose to apply to the program and provide that information to us.

What information is being collected in *PSAonline*?

The online forms collect the same information as the program's existing paper application, and asks candidates to provide: their first name, middle initial, and last name; permanent address; State of legal residence, telephone number at permanent address; mailing address and telephone number if different from permanent address; personal information including sex, age, date of birth, and Social Security Number (SSN); e-mail address; high school name and address; name, school subject area and address of the teacher being nominated to receive the program's Teacher Recognition Award; first-choice college; information about extra curricular activities, work experience, community activities, special talents and awards; standardized test scores; school transcripts; and responses to short answer questions and one essay topic. The application content was developed by the Commission on Presidential Scholars.

We will not use this information except as may be consistent with purposes identified in the Web site's System of Records notice published on December 3, 2003 (68 FR 67781-85), found at: http://www.access.gpo.gov/su_docs/fedreg/frcont03.html. Logging in to *PSAonline* and saving information in the system indicates that you understand that the information you are providing may be disclosed by the Department as provided by the Privacy Act and the routine uses in the published System of Records notice.

Non-personal Information We Record

No cookies or other tracking technology are used on the main ED Web site, including the general information pages about the Presidential Scholars Program. If you do nothing during your visit but browse through the website, read pages, or download information, our website's operating system will automatically record some general information about your

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visit. During your visit, ED's web operating system will record:

- The Internet domain for your Internet service, such as "xcompany.com" or "xcompany.net" if you use a private Internet access account, or "town.k12.state.us" if you connect from a public school domain.
- The type of browser (such as "Netscape version x" or "Internet Explorer version x") that you are using.
- The type of operating system that you use (such as Macintosh, Unix, or Windows).
- The date and time you visit our site, and the web pages that you visit on our site.
- The address of the previous website you were visiting, if you linked to us from another website.

The user is not identified in the collection of non-personal information.

The PSAonline section of the site, housed on a different server, also does not use cookies. Once you log in to PSAonline using your assigned user identification and password, those codes are already linked in our database to the information we received about you from the College Board/ETS or ACT, Inc., when they supplied us with your SAT or ACT test scores. We used this information to determine your eligibility, mail you an invitation containing instructions on applying to the program, and pre-populate the "Candidate Control Form" for you in PSAonline. Confirming or changing the information that we have on file for you on this form will be your first step once you enter PSAonline, and you will then be able to work on the other application forms and save your work throughout your visit.

We do use session and application variables to track users while they are in the PSAonline system. However, when your session ends, your session information is erased from the system's memory. A user session ends once you log out of the system or close your browser, or when the system times out automatically during periods of inactivity. Currently, the session timeout is set to two hours.

Links to Other Sites

Our policy discloses the privacy practices for *PSAonline*. Our main web site provides links to other websites. When you leave the Department of Education's Presidential Scholars Program site (<http://www.ed.gov/programs/psp/index.html>), you will be going to sites that are beyond our control. We try to ensure that links that leave our site are clearly labeled. These other sites may send their own cookies to users, collect data, or solicit personal information. The privacy policies and procedures described here for *PSAonline* do not apply to any external links. We encourage you to read the privacy policies of any site you link to from ours, especially if you share any personal information. Be informed. You are the person best qualified to protect your own privacy.

What if I choose not to apply using "PSAonline"?

Submitting and application using *PSAonline* is strictly voluntary. You can print paper versions of all application forms from <http://www.ed.gov/programs/psp/applicant.html>. The same information will be requested of you in those forms, but you will be able to fill them out by hand and mail them rather than submitting them electronically. However, if you choose not to provide personal information using either process, we will be unable to consider you for recognition as a Presidential Scholar.

How will the information collected be used?

We ask you for this information in order to:

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- Confirm your eligibility as a candidate for the program and keep track of your status throughout the selection process;
- Assemble information for use by the review committee and the Commission on Presidential Scholars in selecting the program's semifinalists and finalists (Scholars);
- Provide technical assistance as you use the system by responding to any e-mail requests you send us; and
- Produce notifications, mailing lists, press releases, medallions, certificates, and other materials related to the program's recognition component.

Review and Selection of Presidential Scholars

The information you provide is evaluated by a review panel and by the Presidentially-appointed Commission on Presidential Scholars, in order to select each year's group of 141 Presidential Scholars. Your SSN is collected so that we can verify that you are eligible for the program on the basis of your SAT/ACT scores, and track your application. If you are selected as a Presidential Scholar, your SSN and date of birth will be used for security clearances during the program's annual National Recognition Week.

Recognition and Public Awareness Activities

To accomplish the purposes of the program and to publicize those students selected for recognition, we will disclose to the general public the names, States, towns and schools of all candidates, semifinalists and Scholars through this website.

We will provide Scholars' names and contact information to the national, State and local media if requested, so that reporters may interview them or otherwise highlight their participation in the program.

We will also send information about every applicant's status as a candidate, semifinalist and finalists to his or her State's Governor and Chief State School Officer, as well as each applicant's school principal, so that they may recognize him or her (and in the case of the principal and school staff, assist as appropriate with the application process).

We will send each Scholar's name and contact information to his or her members of Congress. We will also provide Scholars' names to vendors of services related to the program's National Recognition Week ceremonies, such as the companies printing medallions and certificates, the company transporting Scholars to all events, the location providing Scholar housing, and the graphic designer and printer producing the annual yearbook.

The "routine disclosures" that apply to this and many other Federal programs are listed in the Web site's System of Records notice.

E-Mail Information

We ask you to provide us with an electronic mail message (e-mail), so that we may send you updates, confirm receipt of your application when submitted, and respond to any questions you send us while using the system. Please note that e-mail is not necessarily secure against interception. Please send only information necessary to help us process your request.

Security

The completion of system security plans is a requirement of the Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources," and Public Law 100-235,

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"Computer Security Act of 1987." The Web site has conducted a system security plan demonstrating its compliance with the IT requirements mandated by Federal law and policy. The security plan contains details regarding the Risk Assessment conducted for the Web site, as well as the security controls (hardware/software/facilities/personnel) in place to mitigate risks to the information collected on the Web site. Management, operational, and technical security controls are in place for the Web site, encompassing personnel, physical environment access, contingency plans, disaster recovery, and identification and authentication procedures. The System Security Officer (SSO) for the Web site is Jerry Alexandratos in the Office of the Chief Information Officer of the U.S. Department of Education (202-377-4458).

Rights under the Privacy Act or other applicable law

A 'system of records' has been created under the Privacy Act, 5 U.S.C. 552a. The system of records notice was last published in the Federal Register December 3, 2003 (68 FR 67781-85).

Each record in this system is indexed and retrieved by user name, identification and password that is issued by the program and may be changed by the user of *PSAonline*. We can also produce aggregate lists by name, State, application status (submitted, not submitted, incomplete), and applicant status (candidate, semifinalist, finalist). Accordingly, we maintain the information you provide in a system of records protected by the Privacy Act and administer it in accordance with the Act and with the Privacy Act systems of record notice published December 3, 2003 (68 FR 67781-85), and found at:

http://www.access.gpo.gov/su_docs/fedreg/frcont03.html. The system notice explains that the information you provide may be disclosed to third parties for discrete purposes. In addition, the information you provide may be shared with another agency for "matching programs" under the computer matching provisions of the Privacy Act (5 U.S.C. 552a). The agency, through *PSAonline*, is authorized to collect and use the information you provide under Executive Orders 11155 and 12158. Providing the information is voluntary on your part. However, if you choose not to provide this information, we will be unable to consider you for recognition as a Presidential Scholar.

Once you log in to *PSAonline*, you will be asked to review a Privacy Statement and sign an affirmation of candidacy (using your user identification and password) on the "Supporting Information" form. You will also be asked to sign a release of academic records on the "Secondary School Report" form. A full explanation of your rights under the Privacy Act is set forth in the agency's Privacy Act regulations at 34 CFR Part 56, which may be viewed by visiting this link: http://www.access.gpo.gov/nara/cfr/waisidx_03/34cfr5b_03.html.

INTRODUCTION TO PRIVACY IMPACT ASSESSMENT

Section 208 of the E-Government Act of 2002 (P.L.107-347) requires the Presidential Scholars Program to complete a Privacy Impact Assessment (PIA) for each new system that collects information in "identifiable form" from the public through the Internet. The PIA has been reviewed by the Chief Information Officer or equivalent official, and is being made publicly available.

Privacy Impact Assessment Questionnaire

System Name: Presidential Scholars Program *PSAonline*

System Owner: Melissa Apostolides

Privacy Impact Assessment Questionnaire Author: Melissa Apostolides

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Date: 9/15/2003

Officials and organizational components involved in the analysis and review of the Privacy Impact Assessment included the following: Department of Education (ED) Office of the Chief Information Officer (CIO), specifically William Leidinger, and Chiquitta Thomas; and the Office of General Counsel (OGC).

1. What information will be collected for the system?

PSAonline is an on-line application system, which allows the program's annual pool of approximately 2,600 candidates to complete and submit their applications electronically. It is designed to replicate the program's existing paper application. The paper and online forms require candidates to provide: their first name, middle initial, and last name; permanent address; State of legal residence, telephone number at permanent address; mailing address and telephone number if different from permanent address; personal information (sex, age, date of birth, Social Security number); e-mail address; high school name and address; name, school subject area and address of the teacher being nominated to receive the program's Teacher Recognition Award; first-choice college; information about extra curricular activities, work experience, community activities, special talents and awards; standardized test scores; school transcripts; and responses to short answer questions and one essay topic.

Using *PSAonline* is entirely voluntarily and therefore any information collected is provided voluntarily by users. However, candidates cannot be considered for recognition without providing essential personal information.

No cookies or other tracking technology are used on the main ED Web site, including the general information pages about the Presidential Scholars Program. If you do nothing during your visit but browse through the website, read pages, or download information, our website's operating system will automatically record some general information about your visit. During your visit, ED's web operating system will record:

- The Internet domain for your Internet service, such as "xcompany.com" or "xcompany.net" if you use a private Internet access account, or "town.k12.state.us" if you connect from a public school domain;
- The type of browser (such as "Netscape version x" or "Internet Explorer version x") that you are using;
- The type of operating system that you use (such as Macintosh, Unix, or Windows);
- The date and time you visit our site, and the web pages that you visit on our site; and
- The address of the previous website you were visiting, if you linked to us from another website.

The user is not identified in the collection of non-personal information.

The *PSAonline* section of the site, housed on a different server, also does not use cookies. Once a user logs in to *PSAonline* using an assigned identification and password, the system calls up information already provided to the program by the College Board/ETS or ACT, Incorporated. This information, including SAT and ACT test scores, was used to determine the list of eligible candidates, mail invitations, and pre-populate the "Candidate Control Form" in *PSAonline*. *PSAonline* uses session and application variables to track users while they are in the *PSAonline* system. However, when a user's session ends, session information is erased from the system's memory.

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A user session ends once a user logs out of the system or closes their browser, or when the system times out automatically during periods of inactivity.

2. Why is this information being collected?

The information in this system will be used to carry out the authorizing Executive Order 11155 (1964) and its amendment, Executive Order 12158 (1979), by:

- determining the eligibility of candidates and reviewing their applications in order to select program semifinalists and finalists on an annual basis;
- developing and implementing the program's annual recognition component; and
- maintaining historical records on the program for the time period and in the manner specified in the Department of Education's Records Disposition Schedule (ED/RDS, Part 5, Item 6).

The PSAonline system reproduces exactly the content of the existing paper-based application system, but allows applicants and school staff to submit applications electronically, through links on the Department of Education's website. Offering an electronic application option is consistent with the Government Paperwork Elimination Act (GPEA), Pub. L. 105-277, which directs the Government to allow citizens to use electronic technologies when filing information with, or retrieving information from Federal agencies. The paper-based option for submitting applications remains available, for those without Internet access, for those who prefer to use a paper-based system.

3. How will The Department of Education use this information?

The information is used by the Department and its Contractors to perform the following functions:

- Verify eligible candidates;
- Provide technical assistance and respond to e-mail requests from system users;
- Conduct the annual selection of Scholars;
- Announce the program's candidates, semifinalists and finalists to the general public;
- Produce program recognition materials, including medallions, plaques, and the annual Presidential Scholars Yearbook;
- Host in-State recognition ceremonies for semifinalists and finalists;
- Arrange the national recognition events, including Scholar accommodations, transportation, and other services;
- Inform national, State and local media so that they may publicize Scholars and the program;
- Provide information to the White House and Federal agencies for briefings, speechwriting, or to obtain security clearances for recognition events;
- Notify national, State and locally-elected officials of candidates, semifinalists and Scholars in their States or districts and assist with the recognition of these individuals; and
- Notify State and local education officials to notify them of candidates, semifinalists and Scholars in their States, districts or schools.

4. Will this information be shared with any other agency or entity? If so, with which agency or agencies/entities?

The Department of Education may disclose information contained in a record in an individual's account under the routine uses listed in the Privacy Act System of Records notice without the consent of the individual if the disclosure is compatible with the

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purposes for which the record was collected. Specific routine uses listed in the Privacy Statement include the following:

- Disclosure for Use by Law Enforcement Agencies;
- Enforcement Disclosure;
- Litigation and Alternative Dispute Resolution (ADR) Disclosures;
- Disclosure to the DOJ;
- Employment, Benefit, and Contracting Disclosure;
- Employee Grievance, Complaint or Conduct Disclosure;
- Freedom of Information Act (FOIA) Disclosure;
- Contract Disclosure; and
- Congressional Member Disclosure.

Routine programmatic disclosures listed in the Privacy Statement include the following:

- Disclosures to the Review Committee and the Commission on Presidential Scholars;
- Disclosures to the general public announcing the program's candidates, semifinalists and finalists;
- Disclosures to the general public of the annual Presidential Scholars Yearbook;
- Disclosures to contractors for production of program recognition materials and the Presidential Scholars Yearbook;
- Disclosures to contractors and college-age interns to arrange Scholar accommodations, transportation, and other services;
- Disclosures to national, State and local media to publicize the Scholars and respond to press inquiries about them;
- Disclosures to the White House and Federal agencies for briefings, speechwriting, or to obtain security clearances;
- Disclosures to national, State and locally-elected officials and their staff to notify them of candidates, semifinalists and Scholars in their States or districts, and to assist with other activities to recognize these individuals; and
- Disclosures to State and local education officials to notify them of candidates, semifinalists and Scholars in their States, districts, or schools.

Disclosure also may be made for one of the above purposes to another agency under a computer matching agreement that meets the standards under the Privacy Act.

There will be no sharing of information for purposes outside of the above disclosure requirements or for anything other than the primary purpose(s) of collecting the information. Any contractor responsible for the operations of this Web site, including General Dynamics and ACT, Inc. must comply with the requirements of the Privacy Act in the handling of information collected through the Web site.

5. Describe the notice or opportunities for consent that would be or are provided to individuals about what information is collected and how that information is shared with other organizations.

As the Web site is a Government agency website that the public accesses, the Privacy Policy is appropriately posted for Web site users. This is a general policy, which applies to the handling of any information collected at the site. The policy highlights the

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voluntary nature of information collected, and explains which data elements are necessary for each level of functionality. Customers are notified that providing the information constitutes consent to any and all of the listed routine and programmatic uses, and they are given no additional opportunity to consent to specific disclosures. In addition, the policy notifies customers about the automatic recording and potential uses of any non-personal information about a visit (i.e., site management data).

The above Privacy Policy, with links to the Web site's system of records notice, is presented on the PSAonline log-in page, articulating the specific authority for collecting personal information that will be maintained and retrieved by name or identifier from a Privacy Act system of records, the mandatory or voluntary nature of the information collected, and the uses of the information. Users are specifically notified that this information is required to complete the Presidential Scholars Program application.

Once applicants have logged in to the system, there are two additional forms where consent is required. The first is the Supporting Information Form, containing a privacy Act Statement and Affirmation of Candidacy which reads:

"The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with this request for information. Accordingly, pursuant to the requirements for the Act, please be advised:

1. The authority for the collection of these data is Executive Order 11155.
2. Furnishing the information requested is voluntary.
3. The data will be used for selection of Presidential Scholars, engraving of Scholar medallions, and arranging transportation and accommodations for Scholars.
4. Other routine uses of the data are for preparation of the Presidential Scholars Yearbook, public affairs, and press releases to new media.
5. Failure to complete the form will mean that you cannot be included among those candidates being considered for designation as Presidential Scholar.

I, _____, understand that I am a candidate for the honor of Presidential Scholar, have read the Privacy Act Advisory Statement, and affirm my wish to be considered. In the event I am named a Presidential Scholar, permission is hereby given for the release of materials submitted by me for the use of the Commission on Presidential Scholars and the Department of Education as may be deemed appropriate for purposes of the Presidential Scholars Program. I further consent to the release of photographs which may be taken of me, by or for the U.S. Department of Education in connection with the Program. I am (check one) willing ___ unwilling ___ to appear on radio and/or television if such arrangements can be made by the U.S. Department of Education in connection with the Presidential Scholars Program.

Date: ____ Signature: _____."

The second is the Secondary School Report, which states: "To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, a school must obtain signed authorization before it can release student information for use in this program. Permission is hereby given to school officials to release the secondary school record and other requested information for the student named above for consideration in this award program. Student's signature: _____ Date: _____
Parent or legal guardian's signature: _____ Date: _____"

Both releases require the electronic "signature" of the applicant, or his or her parent or guardian, if he or she is a minor, granting permission to release information as specified.

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6. How will the information be secured?

The completion of system security plans is a requirement of the Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources," and Public Law 100-235, "Computer Security Act of 1987." The Web site has conducted a system security plan demonstrating its compliance with the IT requirements mandated by Federal law and policy. The security plan contains details regarding the Risk Assessment conducted for the Web site, as well as the security controls (hardware/software/facilities/personnel) in place to mitigate risks to the information collected on the Web site. Management, operational, and technical security controls are in place for the Web site, encompassing personnel, physical environment access, contingency plans, disaster recovery, and identification and authentication procedures. The System Security Officer (SSO) for the Web site is Jerry Alexandratos in the Office of the Chief Information Officer of the U.S. Department of Education (202-377-4458). An overview of the security measures for PSAonline is provided in the "Safeguards" section of the Privacy Act system of records notice published on December 3, 2003 (68 FR 67781-85).

7. Is a system of records being created or updated with the collection of this information?

Yes, the system of records has been updated with the collection of this information on this Web site. Users are provided notice of rights under the Privacy Act via links to the agency Privacy Act regulations (34 CFR Part 56) at http://www.access.gpo.gov/nara/cfr/waisidx_03/34cfr5b_03.html, and to the Privacy Act system of records notice for this altered system of records published on December 3, 2003 (68 FR 67781-85), and found at: http://www.access.gpo.gov/su_docs/fedreg/frcont03.html, and amended on October 24, 2005 as found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-21149.htm>

8. List the web addresses (known or planned) that will have a Privacy Policy.

<http://www.ed.gov/programs/psp/applicant.html>