



**Privacy Impact Assessment  
for the**

**Jacob K. Javits Fellowship System**

Date

September 28, 2007

Contact Point

System Owner: Director, International Education and Graduate Programs Service  
Office of Postsecondary Education

U.S. Department of Education

**1. What information will be collected for the system (e.g., name, Social Security number, annual income, etc)?**

The Jacob K. Javits Fellowship System is the System that maintains a variety of records relating to a student's application for, and participation in, the Javits Fellowship Program. In addition to the student's name, the system contains the student's social security number, or nine digit identification number, address, scholastic accomplishments, rating scores, and reference letters.

**2. Why is this information being collected?**

The information contained in this system is being collected to administer the Jacob K. Javits Fellowship program

**3. How will the Department of Education use this information?**

The information contained in this system is used to determine the qualifications, eligibility, and suitability in the selection of fellows; to maintain the progress of fellows; to ensure compliance with program requirements; and to use the data to demonstrate program effectiveness.

**4. Will this information be shared with any other entity? If so, with whom?**

Information is disclosed internally to administer the program. However, it is not shared externally, except as required by law, or under the routine uses listed in the Privacy Act System of Records notice. These disclosures may be made on a case-by-case basis, or if the Department has complied with the computer matching requirements of the Act, under a computer matching agreement. Such disclosures may include: for litigation purposes, to the Department of Justice for FOIA advice, to contractors conducting Department business, for law enforcement, to a member of Congress at the request of the data subject, or to a consumer reporting agency regarding a valid and overdue claim.

The Department may disclose to a consumer reporting agency information regarding a claim by the Department which is determined to be valid and overdue as follows: (1) The name, address, taxpayer identification number and other information necessary to establish the identity of the individual responsible for the claim; (2) the amount, status, and history of the claim; and (3) the program under which the claim arose.

**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 others organizations. (e.g., posted Privacy Notice)**

When this information is collected from individuals, the following notice is provided to users regarding what information is collected and how that information is shared. This notice is found at the application website: <http://e-grants.ed.gov>

**You must read the statement below, and click "Continue" to access the Department of Education's e-Grants website. Some users may need to scroll to the bottom of the screen to see the "Continue" button.**

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the Act may subject the offender to criminal penalties.

Furthermore, the following Privacy policy statement is posted on-line:

Thank you for visiting <http://e-grants.ed.gov/> portal web site 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. We do not give, share, sell, or transfer any personal information to a third party.

Our web pages (such as e-Reader, e-Payments, e-Reports & e-Application) let you voluntarily submit personal information. In those cases, we will provide a specific notice before you begin submitting any personal information, explaining how your information will be safeguarded. You are not required to submit any personal information to browse our website.

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.

**Non-personal Information We Record**

If you do nothing during your visit but browse through the Web site, read pages, or download information, our Web site's operating system will automatically record some general information about your visit.

During your visit, our Web operating system will record:

1. The date and time you visit our site
2. The Internet domain for your Internet service, such as "xcompany.com" or "xcompany.net" if you use a private Internet access account, or "yourschool.edu" if you connect from a college or university domain.
3. The login name that you used to access our site.
4. The address of the server that you accessed.

5. The action that you were trying to perform (i.e. Get a page to view, etc.)
6. The resource that was accessed (usually this is a web page)
7. The query, if any, that you were trying to perform.
8. If you were able to access the resource that you were trying to get too.
9. The number of keystrokes sent by the server
10. The number of keystrokes received by the server
11. How long it took the server to process your request
12. How your computer communicated with the server (usually this is going to be HTTP)
13. The content of the host header
14. The type of browser that you used
15. The content of the cookie that was sent or received (Note: Cookie is described below).
16. The address of the previous Web site you were visiting, if you linked to us from another Web site.

We use this information for statistical analysis, to help us make our site more useful to visitors and for security monitoring purposes. This tracking system does not record information about individuals.

#### **Cookies**

On certain <http://e-grants.ed.gov/> portal web pages, we use "cookies" to help you use our web sites interactively. A cookie is a small file that a Web site transfers to your computer's hard disk, usually to keep track of you while you are connected to that site. The cookies on ED Web pages do not collect information about you, but only about your browser "session." The cookie makes it easier for you to use the dynamic features of these Web pages, without having to provide the same information again as you move from one page to another.

To protect your privacy, be sure to close your browser completely after you have finished conducting business with a web site that uses cookies. If you are concerned about the potential use of information gathered from your computer by cookies, you can set your browser to prompt you before it accepts a cookie. Most Internet browsers have settings that let you identify and/or reject cookies.

#### **Information from E-mail You Send to Us**

E-mail is not secure. Therefore, we suggest that you do not send personal information to us via e-mail. If you decide to send us an electronic mail message (e-mail), the message will usually contain your return e-mail address. If you include any personal information in your e-mail because you want us to address issues specific to your situation, we may use that information in responding to your request. In other limited circumstances, including requests from Congress or limited other parties, we may be required by law to disclose information that you submit. Also, e-mail is not necessarily secure against interception. Please send only information necessary to help us process your request.

#### **Information Collected from Interactive Forms**

On some of our Web pages we offer interactive forms that let you voluntarily submit personal information (such as your e-mail address, name, or organization). This occurs when you are registering, requesting user IDs or updating your user profile. In those cases, all submitted information is used only for the expressed purposes for which it is intended and is not made available to any third party.

#### **Privacy Act**

The Privacy Act of 1974, as amended at 5 U.S.C. 552a, protects records that can be retrieved from a system of records by personal identifiers such as a name, social security number, or other identifying number or symbol. (A system of records is any grouping of information about an individual under the control of a Federal agency from which information is retrievable by personal identifiers).

An individual is entitled to access to his or her records and to request correction of these records by stating the reasons for such actions with supporting justification showing how the record is untimely, incomplete, inaccurate or irrelevant. The Privacy Act prohibits disclosure of these records without written individual consent unless one of the twelve disclosure exceptions enumerated in the Act applies. These records are held in Privacy Act systems of records. A notice of any such system is published in the Federal Register. These notices identify the legal authority for collecting and storing the records, individuals about whom records will be collected, what kinds of information will be collected, and how the records will be used.

#### **Links to Other Sites**

Our policy discloses the privacy practices for this web site (<http://e-grants.ed.gov/>); however, we do provide links to other Department of Education web sites as well as a limited number of non-Department of Education web sites. When you leave this web site (<http://e-grants.ed.gov/>), 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 this web site 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.

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. For site security purposes and to ensure that this service remains available to all users, this Government computer system employs automated software programs and manual analysis of computer system logs to identify unauthorized attempts to upload or change information and programs or otherwise cause harm.

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Computer system logs are used for no other purposes. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the Act may subject the offender to criminal penalties.

If you have any questions or comments about the information presented here, please forward them to us: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)

## **6. How will the information be secured?**

The information is secured following the guidance of OMB Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources," NIST 800-53 "Recommended Security Controls for Federal Information Systems" and Public Law 100-235, "Computer Security Act of 1987. Additionally, the Department has a Handbook for Information Assurance Security Policy, which mandates many strong security controls. Furthermore, the security controls are validated by a certification and accreditation process in accordance with the National Institute of Standards & Technology "Guide for the Security Certification and Accreditation of Federal Information Systems."

A brief summary of the security controls in place is listed below:

- All physical access to the Department's site, and the sites of Department contractors where this system of records is maintained, is controlled and monitored by security personnel who check each individual entering the building for his or her employee or visitor badge.
- The computer system employed by the Department offers a high degree of resistance to tampering and circumvention.
- This security system limits data access to Department and contract staff on a "need-to-know" basis, and controls individual users' ability to access and alter records within the system.
- All users of this system of records are given a unique user ID with personal identifiers.
- All interactions by individual users with the system are recorded.

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

The authority for the Department to maintain these records is an existing system of records entitled Jacob K. Javits Fellowship System – 18-12-03.