



**Privacy Impact Assessment
for the
IES Predoctoral and Postdoctoral Fellows Survey**

Date

August 5, 2008

Contact Point

System Owner: Robin Harwood
IES/NCER

U.S. Department of Education

1. What information will be collected for the system (Ex. Name, Social Security Number, annual income, etc)?

IES/NCER uses the Predoctoral and Postdoctoral Fellows' Survey to assess the satisfaction of the fellows with their IES-funded training programs, and to track their professional accomplishments both during and following their fellowship years. The information received includes fellows' names, email addresses, and citizenship status (a requirement of the training program). The authority for collecting this data is in 20 U.S.C. 9501 et seq., the "Education Sciences Reform Act of 2002," Title I of Public Law 107-279, November 5, 2002.

2. Why is this information being collected?

This information is collected annually to monitor the quality of the IES-funded training programs, as assessed through fellows' satisfaction ratings and comments, as well as their professional accomplishments. The information is provided voluntarily by the fellow, and is collected and maintained so that fellows' professional progress and accomplishments can be tracked over time.

3. How will the information be used?

The information is used to track and manage the information from the fellows' surveys received by the Department, including any individual suggestions for improvement regarding the training programs. The information is also used to track and respond to fellows' email as appropriate.

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

Generally, this information will not be disclosed with any other entity. However, the Department of Education may disclose information contained in a record in this system of records under the applicable routine uses without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected, i.e., tracking fellows' progress and program satisfaction. Possible disclosures include internal reports regarding the achievement of program goals.

5. Describe the notice or opportunities for consent that are provided to individuals about what information is collected and how that information is shared with other organizations (e.g., posted Privacy Notice).

On the cover page to the survey that fellows complete, the fellows are told:

“Your confidential responses are extremely important to us as we seek to ensure that the IES Education Research training programs are meeting their goals of providing high-quality, rigorous training in education research. Data collected through this survey will be presented at the group level only, and only IES/NCER staff will know your individual responses.”

6. How will the information be secured?

The data from the IES Predoctoral and Postdoctoral Fellows' Survey resides electronically in the hard drive of the office desktop computer of the system owner, Robin Harwood.

Data covered by the Privacy Act needs to be protected from unauthorized disclosure, modification, and destruction. The following safeguards have been implemented for protecting the data.

- All physical access to the Department of Education sites is controlled and monitored by security personnel who check each individual entering the building for his or her employee or visitor badge.
- The computer systems employed by the Department of Education offer a high degree of resistance to tampering and circumvention.
- The data is only accessible by the system owner, and the data is protected by user name and password.

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

A Privacy Act system of records notice is being developed.