



**Privacy Impact Assessment  
for the**

**Grants Administration and Payment System (GAPS)**

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Contact Point

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

The Department of Education's GAPS application collects the name, address, telephone numbers, e-mail address, bank account numbers, and Social Security Number for individuals receiving fellowship grants (approximately 10 per fiscal year). The Department is implementing a policy for fellowship recipients to obtain a data universal Numbering system (DUNS) from Dunn and Bradstreet (DNB), in lieu of using the SSN.

The Department's GAPS application component (e-Grants) collects the name, address, telephone numbers, & e-mail address for user registration purposes.

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

This information is collected to complete official Government business on behalf of the entity or individual submitting the information related to Department of Education grants administration and payments.

**3. How will the information be used?**

This information is collected to facilitate grants administration and payments on behalf of the entity or individual submitting the information. Information such as addresses and telephone numbers are available internally to Department of Education staff for peer reviews, but is not shared with outside sources.

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

No.

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

The following notice is provided to users regarding what information is collected and how that information is shared:

**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," and Public Law 100-235, "Computer Security Act of 1987." The Grants Administration and Payment System (and subsystems) is a component of the Education Central Automated Processing System (EDCAPS), which is a major application requiring a system security plan (system security plans are required by OMB Circular A-130 Appendix III and Public Law 100-235, "Computer Security Act of 1987." The system security plan details the security requirements and describes the security controls that are in place to meet those requirements. Furthermore, our 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."

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

GAPS is one component of Education's Central Automated Processing System (EDCAPS), System of Record # 18-03-02.