



**Privacy Impact Assessment  
for**

**FOIAXpress**

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Contact Point

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U.S. Department of Education



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

The Department of Education utilizes a commercial off-the-shelf web-based system called FOIAXpress. FOIAXpress collects the name, postal address, and e-mail address of the person submitting a Freedom of Information Act (FOIA) or Privacy Act requests to the U.S. Department of Education.

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

This information is collected in order to respond to the requesters for information under FOIA or the Privacy Act, track the status of responses, and temporarily maintain documents responsive to FOIA and Privacy Act requests.

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

This information is collected for the purpose of tracking FOIA and Privacy Act requests and providing responsive documents to FOIA and Privacy Act requesters. This system is also used to generate the annual report to the Department of Justice (DOJ) as required by the Freedom of Information Act and the biennial report to the Office of Management and Budget (OMB) and Congress as required by the Privacy Act

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

Aggregated information in the form of an annual report is submitted to the [Department of Justice](#) pursuant to 5 U.S.C. § 552(e)(1).

Additionally, the Department of Education (Department) 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 FOIA and Privacy Act requests. Possible disclosures include:

- Disclosure to Congress, Other Agencies, or the Public
- Disclosure to Recipients of Federal Financial Assistance, Witnesses, or Consultants
- Disclosure for Use by Other Law Enforcement Agencies
- Enforcement Disclosure
- Litigation and Alternative Dispute Resolution (ADR) Disclosures
- Freedom of Information Act Advice Disclosure
- Research Disclosure



- Congressional Member Disclosure

These disclosures may be made on a case-by-case basis or, if the Department has complied with the computer matching requirements of the Privacy Act, under a computer matching agreement. The full text of the FOIAXpress Systems of Records Notice is available [here](#).

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 the FOIAXpress System is held to the privacy and security requirements of the Department of Education in the handling of information collected through the systems.

**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 will be provided to users on the “FOIA Request and Appeals” instruction page and the Privacy Act Request instruction page, and is accessible to the public at:

[http://www.ed.gov/policy/gen/leg/foia/request\\_foia.html](http://www.ed.gov/policy/gen/leg/foia/request_foia.html).  
[http://www.ed.gov/policy/gen/leg/foia/request\\_privacy.html](http://www.ed.gov/policy/gen/leg/foia/request_privacy.html)

*How Information About You is Collected and Shared With Other Organizations*

*All physical access to the Department 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 licensed users of this system of records are given a unique user ID with personal identifiers. All interactions by individual users within the system are recorded.*

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

The information collected is secured following the guidance contained in OMB Circular A-130, “Management of Federal Information Resources”, Appendix III, “Security of Federal Automated Information Resources”, and P.L. 100-235, “Computer Security Act



of 1987". FOIAXpress is a component of the Department's network, EDNet, which is a major application requiring a system security plan (system security plans are required by OMB Circular A-130 Appendix III, and P.L. 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.

The plan includes the following controls:

- All physical access to the Department 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.
- The 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?**

A system of records notice (SORN) dated December 27, 1999 appears at 64 FR 72387-72389. This notice will be updated to reflect a system name change, the addition of a routine use, and organizational changes pertaining to the FOIA program. The notice may be viewed at <http://www.ed.gov/notices/index.html>.