



Privacy Impact Assessment

For

Teacher Survey Response Incentive System

Date

April 28, 2009

System Owner:

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Office of Institute of Education Sciences  
U.S. Department of Education

### **1. What information will be collected for the system?**

The Teacher Survey Response Incentive System contains records, including name and contact information, necessary for mailing incentive checks to survey respondents..

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

The information contained in the records maintained in this system is used for the following purpose: To allow the Department's contractor administering the National Study on Alternate Assessments (NSAA) Teacher Survey to mail response incentive checks to respondents who complete the survey.

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

The Teacher Survey Response Incentive System contains records of respondents to the Teacher Survey being administered as part of the National Study on Alternate Assessments Teacher Survey.

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

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.

### **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.**

There is not notice or opportunities for consent since information is provided voluntarily.

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

Access to the records is limited to authorized personnel only. All physical access to the Department's site and to the site of the Department's contractor where this system of records is maintained, is controlled and monitored by security personnel who check each individual entering the buildings for his or her employee or visitor badge. The computer system employed by the Department and by the Department's contractor 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 an individual user's ability to access and alter records within the system.

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

The system is covered under the system of records notice Teacher Survey Response Incentive System, dated April 28, 2009, (74 FR 19211-19213).