

## PRIVACY IMPACT ASSESSMENT

Submit in *Word format* electronically to: Judy Hutt ([hutt.judy@epa.gov](mailto:hutt.judy@epa.gov))  
Office of Environmental Information

<b>System Name:</b> NCER Fellows Database			
<b>Preparer:</b> Bhagya Subramanian	<b>Office:</b> ORD/OSIM/ASB		
<b>Date:</b> 2/06/09	<b>Phone:</b> 513-569-7349		
<b>This project is in the following stage(s):</b>			
Definition <input type="checkbox"/>	Development/Acquisition <input type="checkbox"/>	Implementation <input type="checkbox"/>	
Operation & Maintenance <input checked="" type="checkbox"/>	Termination <input type="checkbox"/>	Steady State <input type="checkbox"/>	Mixed Life Cycle <input type="checkbox"/>

### I. Data in the System

1. Generally describe what data/information will be collected in the system.

NCER Fellows database contains material taken from Fellowship applications sent to ORD/NCER. It contains:

Name

Date of Birth

Location of Birth

Address

Phone number

Race/Ethnicity

e-mail address

Research Title

Publications

Awards

Abstract write up, 2 paragraphs to 3 pages for public affair people and program people

Education Information

Termination notices

Renewal funding forms

Request for International Travel

Request for Purchase equipment

Approvals needed for all purchahses

Annual letters from Faculty advisor

Alternate Contact Info

List of Scientific Association memebership

Education honors and awards

University Advisor contact information

2. What are the sources and types of the information in the system?

Fellowship applications

Each fellow updating their own information and continue to do this for upto 5 years after the award is terminated.

3. How will the data be used by the Agency?

The data is used to assess the environmental value of the research proposed.accessed

4. Why is the information being collected? (Purpose)

To keep track of the scientific expertise and reaserch progress of the NCER Grantees in the NCER Fellowship Program

## II. Access to the Data

1. Who will have access to the data/information in the system (*internal and external parties*)? If contractors, are the Federal Acquisition Regulations (FAR) clauses included in the contract (24.104 Contract clauses; 52.224-1 Privacy Act Notification; and 52.224-2 Privacy Act)?  
EPA Project Officers and Grantees in the program (each person can only see their information)

2. What controls are in place to prevent the misuse of data by those having authorized access?  
Since the access is limited to a single person in the agency, it is as tightly controlled as possible. This person is aware of the privacy policy of the agency and is had security awarenes training.

3. Do other systems share data or have access to data/information in this system? If yes, explain who will be responsible for protecting the privacy rights of the individuals affected by the interface? (i.e., *System Administrators, System Developers, System Managers*)

No

4. Will other agencies, state or local governments share data/information or have access to data in this system? (*Includes any entity external to EPA.*)

No

5. Do individuals have the opportunity to decline to provide information or to consent to particular uses of the information? If yes, how is notice given to the individual? (*Privacy policies must clearly explain where the collection or sharing of certain information may be optional and provide users a mechanism to assert any preference to withhold information or prohibit secondary use.*)

No. It is required by law for them to provide this information to the Agency.

## III. Attributes of the Data

1. Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed.

This electronic data warehouse prevents the maintenance of paper documents and should be considered as a green initiative. It dramatically reduces manual tracking of the grantees. It also greatly reduces the necessity of email traffic between the project officer and the grantees, STAR Fellows.

2. If data are being consolidated, what controls are in place to protect the data from unauthorized access or use? Explain.

The data or processes are not being consolidated. Since the access is limited to a single person in the agency, it is as tightly controlled as possible

3. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.

The data or processes are not being consolidated. Since the access is limited to a single person in the agency, it is as tightly controlled as possible

4. How will data be retrieved? Can it be retrieved by personal identifier? If yes, explain. (*A personal identifier is a name, Social Security Number, or other identifying symbol assigned to an individual, i.e. any identifier unique to an individual.*)

By Grant numbers and last name and require both those fields.

5. Is the Web privacy policy machine readable? Where is the policy stated? (*Machine readable technology enables visitors to easily identify privacy policies and make an informed choice about whether to conduct business with that site.*)

Contained in the manual, "Fellowship Handbook",. Each grantee signs a yearly contract which contains the privacy policy pertaining to this information.

#### **IV. Maintenance of Administrative Controls**

1. Has a record control schedule been issued for the records in the system? If so, provide the schedule number. What are the retention periods for records in this system? What are the procedures for eliminating the records at the end of the retention period? *(You may check with the record liaison officer (RLO) for your AA-ship, Tammy Boulware (Headquarters Records Officer) or Judy Hutt, Agency Privacy Act Officer, to determine if there is a retention schedule for the subject records.)*

Congress, SAB and BOSC requests the information annually, and need the historical data to do comparative analyses, we can not delete or remove any of this data.

2. While the data are retained in the system, what are the requirements for determining if the data are still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

Five year requirement of updating the data after the termination of the grant

3. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.

Yes. This will help us to contact them and correct their information if necessary.

4. Does the system use any persistent tracking technologies?

Yes. This is restricted to last change date and not the history.

5. Under which System of Records (SOR) notice does the system operate? Provide the name of the system and its SOR number if applicable. A list of Agency SORs are posted at <http://www.epa.gov/privacy/notice/>. *(A SOR is any collection of records under the control of the Agency in which the data is retrieved by a personal identifier. The Privacy Act Officer will determine if a SOR is necessary for your system.)*

N/A