



## **Privacy Impact Assessment**

For the Teaching and Principal Ambassador Fellowship Application System

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1. **System Information.** Describe the system - include system name, system acronym, and a description of the system, to include scope, purpose and major functions.

The Teaching and Principal Ambassador Fellowship Application System is a repository of Teaching Ambassador Fellowship (TAF) and the Principal Ambassador Fellowship (PAF) application data collected via email and maintained in limited-access folders residing on the Department's secure server. The purpose of the system is to collect application data needed that will be evaluated as part of the Teacher Ambassador Fellow selection process. On the programs' sites—[www.ed.gov/programs/teacherfellowship](http://www.ed.gov/programs/teacherfellowship) and [www.ed.gov/programs/principalfellowship](http://www.ed.gov/programs/principalfellowship)—users can view general information about the program including: the mission of the program; eligibility criteria; application process information; and frequently asked questions without providing any personal information at all.

2. **Legal Authority.** Cite the legal authority to collect and use this data. What specific legal authorities, arrangements, and/or agreements regulate the collection of information?

The Intergovernmental Personnel Act (IPA) mobility program regulations (5 CFR part 334), revised effective May 29, 1997, allow federal agencies to facilitate cooperation between the Federal Government and the non-Federal entity through the temporary assignment of skilled personnel. In order to identify the most skilled personnel for the position of Ambassador Fellow for the sound public purpose of gaining practicing teachers and principals unique approaches to solving educational problems and assisting in developing and identifying supports for effectively implementing Federal policies and programs; In turn, the experience provides Fellows and their sending schools and districts with developmental experience which will enhance the assignee's performance in his or her regular job.

3. **Characterization of the Information.** What elements of personally identifiable information (PII) are collected and maintained by the system (e.g., name, social security number, date of birth, address, phone number)? What are the sources of information (e.g., student, teacher, employee, university)? How is the information collected (website, paper form, on-line form)? Is the information used to link or cross-reference multiple databases?

The only elements of personally identifiable information (PII) would include the applicant's name, email and phone contact information, and place of employment. This information will be included in their resumes which are a required application component, as well as referenced through a required letter of recommendation from their employer for the position. No Sensitive PII (SPII) will be stored.

4. **Why is the information collected?** How is this information necessary to the mission of the program, or contributes to a necessary agency activity? Given the amount and any type of data collected, discuss the privacy risks (internally and/or externally) identified and how they were mitigated.

This information is required for the review of eligible applicants and ultimate selection of a small group of teachers and principals who will serve as Teaching or Principal Ambassador Fellows with the Department for one year.

The work of the U.S. Department of Education has significant impact on teachers and school leaders. One portion of the Department's mission is to collect and share data on education and to focus national attention on key educational issues. Our Teaching and Principal Ambassador



Fellows add a critical school-level perspective and help the Department to more effectively share information about education policy and public resources with the field. The identification of the teachers and principals who are poised to play these roles for ED requires a rigorous and open selection process that enables practitioners to express their interest in the position and to demonstrate their ability to meet the programs' eligibility and performance criteria. The first step of this process requires demonstrating that one is a current teacher or principal by identifying one's workplace and providing a letter or recommendation from that employer. We must then be able to be in contact with all applicants to notify them if they have been selected to move on to additional stages of selection or not which requires the submission of email and/or phone contact information.

5. **Social Security Number (SSN).** If an SSN is collected and used, describe the purpose of the collection, the type of use, and any disclosures. Also specify any alternatives that you considered, and why the alternative was not selected. If system collects SSN, the PIA will require a signature by the Assistant Secretary or designee. If no SSN is collected, no signature is required.

This system does not collect SSNs

6. **Uses of the Information.** What is the intended use of the information? How will the information be used? Describe all internal and/or external uses of the information. What types of methods are used to analyze the data? Explain how the information is used, if the system uses commercial information, publicly available information, or information from other Federal agency databases.

Applications which contain this information as one element are screened by program staff to ensure that the candidate meets program eligibility requirements. In the event that they are not an eligible applicant, they will be notified through their contact information. The application will then be read and scored against a rubric by ED Staff members and current and former Teaching and Principal Ambassador Fellows to identify the top tier of candidates for further discussions. The degree of support from the candidate's school community is assessed by the employer letter. Once again, the contact information is used to communicate back to all candidates the status of their progress in the selection process. The system does not use and commercial information, publicly available information, or information from other Federal agency databases.

7. **Internal Sharing and Disclosure.** With which internal ED organizations will the information be shared? What information is shared? For what purpose is the information shared?

TAF and PAF applications will be shared with ED Staff who serve as reviewers as part of the selection processes. These are staff members at ED across the organization who have either served as teachers or principals prior to coming to ED or who work on issues directly related to teacher and principals. Review teams are always comprised of three people and we seek balance between ED staff members, current Fellows (who are also ED Staff members) or former Fellows who no longer are employed by ED. Applications will be maintained in secured, password protected electronic folders, and reviewers will only have access to the subset of applicants for which they are responsible.

8. **External Sharing and Disclosure.** With what external entity will the information be shared (e.g., another agency for a specified programmatic purpose)? What information is shared? For what purpose is the information shared? How is the information shared outside of the



Department? Is the sharing pursuant to a Computer Matching Agreement (CMA), Memorandum of Understanding or other type of approved sharing agreement with another agency?

See above. The only external sharing of applications would be with former Fellows who no longer serve in official capacity with ED. As they will not have access to the secured electronic files, Alums will be provided with encrypted versions of the select files.

- 9. Notice.** Is notice provided to the individual prior to collection of their information (e.g., a posted Privacy Notice)? What opportunities do individuals have to decline to provide information (where providing the information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent? The Privacy Notice will be posted on our program websites under the application process. We will indicate in the application package and on the website, that submission of one's application indicates the applicant's consent to use their resume containing contact information and place of employment in the process of assessing their ability to meet program eligibility requirements and that their contact information will not be shared with any other entities.

**10. Web Addresses. List the web addresses (known or planned) that have a Privacy Notice.**

<http://www.ed.gov/programs/teacherfellowship> and  
<http://www.ed.gov/programs/principalfellowship>

- 11. Security.** What administrative, technical, and physical security safeguards are in place to protect the PII? Examples include: monitoring, auditing, authentication, firewalls, etc. Has a C&A been completed? Is the system compliant with any federal security requirements?

No Authorization to Operate is required as we will not be standing up a new system. We will be working with our Security Officer to create a secure folder on our share drive (OCO K:\) that will be password protected and with restricted access. We will store information received from applicants, in a document format, which if necessary, could be encrypted. Administrative, technical, and physical security, are managed under the Educate contract, which is the same for monitoring, authentication, firewalls, etc. since the OCO K:\ resides on the Educate network.

- 12. Privacy Act System of Records.** Is a system of records being created or altered under the Privacy Act, 5 U.S.C. 552a? Is this a Department-wide or Federal Government-wide SORN? If a SORN already exists, what is the SORN Number?

This system is covered by the Government-wide SORN OPM/GOVT-5 - Recruiting, Examining, and Placement Records.

- 13. Records Retention and Disposition.** Is there a records retention and disposition schedule approved by the National Archives and Records Administration (NARA) for the records created by the system development lifecycle AND for the data collected? If yes – provide records schedule number:

This information falls under GRS 1, Item 32. Merit Promotion Case Files. Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. (N1-GRS-79-2 item 1).