

**National Oceanic and Atmospheric Administration  
(NOAA)**

***Office of Education***

***Educational Partnership Program (EPP)***



**Privacy Impact Assessment Statement**

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**NOAA Office of Education, Educational Partnership Program**

# Privacy Impact Assessment Statement

Unique Project Identifier: 006-48-02-00-01-0511-00

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**Project Description:** The National Oceanic and Atmospheric Administration's (NOAA) Educational Partnership Program ([EPP](#)) with Minority Serving Institutions (MSI) administers and manages the following programs.

- The **Undergraduate Scholarship Program's** goal is to increase the number of students who undertake course work and graduate with degrees in the targeted areas integral to NOAA's mission. This program targets students who have completed their sophomore or junior year, attending Minority Serving Institutions (MSIs), and have recently declared, or about to declare a major in atmosphere, oceanic, or environmental science disciplines.
- The **Ernest F. Hollings Undergraduate Scholarship Program's** purpose is to: (1) increase undergraduate training in oceanic and atmospheric science, research, technology, and education and foster multidisciplinary training opportunities; (2) increase public understanding and support for stewardship of the ocean and atmosphere and improve environmental literacy; (3) recruit and prepare students for public service careers with the National Oceanic and Atmospheric Administration and other natural resource and science agencies at the federal, state and local levels of government; and (4) recruit and prepare students for careers as teachers and educators in oceanic and atmospheric science and to improve scientific and environmental education in the United States.
- The **Graduate Sciences Program's** objective is to provide college graduates with degrees in math, science, economics, law, social science, and engineering entry-level employment and hands-on research and work experience at NOAA.
- **Dr. Nancy Foster Scholarship Program's** objective is to provide funding for graduate students pursuing masters or doctoral level degrees in marine biology, oceanography, or maritime archaeology and encourages independent graduate-level research through financial support of graduate studies in such fields.
- The **Environmental Entrepreneurship Program's** objective is to increase the number of students proficient in NOAA-related environmental business enterprises. The program facilitates linkages between MSIs, NOAA and the private sector.
- The **Cooperative Science Centers'** objectives are to educate and graduate students in NOAA-related sciences, to conduct research in support of NOAA's mission and to build capacity among all the collaborating institutions.

Undergraduate students majoring in NOAA-related sciences may complete and submit an undergraduate application for the Undergraduate Scholarship Program and/or the Hollings Undergraduate Scholarship Program. Interested graduate students majoring in NOAA-related sciences may complete and submit a Graduate Sciences Program application. Additionally, interested graduate students pursuing masters or doctoral level degrees in marine biology, oceanography, or maritime archaeology, may apply to the Dr. Nancy Foster Scholarship Program via [www.grants.gov](http://www.grants.gov).

The annual scholarship application periods are as follows:

- 1) October 1 through January 31 for the Undergraduate Scholarship Program and Graduate Sciences Program;
- 2) October 1 through February 8 for the Hollings Undergraduate Scholarship Program; and,
- 3) December 1 through February 8 for the Dr. Nancy Foster Scholarship Program.

EPP administers and manages the scholarship programs and collects, evaluates, maintains, and reports on the student information reported on the application.

The Environmental Entrepreneurship Program (EEP) has awarded several cooperative agreements; the most recent awards were made in fiscal year 2005. In addition, EPP has awarded unsolicited grants for the purpose of training students from underrepresented communities in NOAA-related sciences. Five NOAA EPP Cooperative Science Centers (CSCs) were established at five MSIs in September 2006. Cooperative agreements were awarded to the five MSIs with the special award conditions to complete and submit a student tracker form to NOAA. EPP requires that NOAA funded student data and information be provided on a tri-annual basis for the EEP and CSC cooperative agreements.

This PIA has been developed to comply with the requirement in Section 208 of the [E-Government Act of 2002 \(44 U.S.C. 36\)](#) and the [Department of Commerce IT Privacy Policy](#).

### **1. What information is to be collected (e.g., nature and source)?**

Undergraduate and graduate students majoring in NOAA-related sciences may complete applications for NOAA scholarship programs. Personally identifiable information collected on the application form consists of: student name, street address, telephone number, name(s) of universities attended, academic field of study, grade point average, and e-mail address.

NOAA's EPP updates and maintains a student tracker database that contains data and information on NOAA funded students under the NOAA Educational Partnership Program CSC and EEP program components. All grant recipients, including academic institutions, provide student data and information. Each of the five EPP CSCs are grant recipients and are required to collect and provide student data and information to EPP on a tri-annual basis. Each EEP and unsolicited funded grant recipient also provide student data and information on a tri-annual basis. The student name, ethnicity and gender, academic field of study, research project(s), and amount of funding received are collected and maintained in the student tracker database.

NOAA's EPP requests alumni student scholarship recipients to complete the alumni update form approximately one year after completing the respective scholarship program on an annual basis. An e-mail message will ask the alumni to complete the on-line alumni update form. The data fields on the alumni update form include the student's name and previous name, if different. The student's personal and work address, telephone number, fax number and e-mail address are also requested. Additional fields are: degrees earned, names of institutions conferring the degrees, and current employer.

The data collected via the alumni update form will be used to update the student's record in the student tracker database. NOAA EPP collects student data including the number of students who are hired by NOAA, NOAA contractors and other natural resource and science agencies at the federal, state, local and tribal levels.

**2. Why is the information being collected (e.g., to determine eligibility)?**

The student scholarship application information is collected for the purpose of selecting NOAA student scholarship recipients. The student information also supports the scholarship programs performance measures. The student tracker database student data and information are collected for the purpose of tracking NOAA funded students who are educated and trained in NOAA-related sciences. The data are also used to verify that 30% of the CSC funds are provided for direct student support. The alumni scholar data collected on the alumni update form will update the respective student's record.

**3. What is the intended use of the information (e.g., to verify existing data)?**

The student scholarship application information is evaluated by NOAA scientists in selecting scholarship recipients. NOAA scientists will receive the following information to evaluate the student: a student number, academic field of study, grade point average, and name(s) of universities attended with course work. The student's name will be replaced by a student number, automatically generated by the system when an application is submitted. The student tracker information is used to track the Cooperative Science Center students who are educated and trained in NOAA-related sciences and to verify that 30% of the funds are directed to student support. The alumni student data and information will be used to update the respective student's record in the student tracker database. In 2009, the database software package will be stored on a SQL server.

**4. With whom will the information be shared (e.g., another agency for a specified programmatic purpose)?**

The information is not shared with any third parties or unauthorized personnel, except for the public information noted above, or as authorized under the Privacy Act, 5 U.S.C. § 552a.

**5. What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how may individuals grant consent?**

All student applicant data and information is submitted by undergraduate and graduate students who apply for NOAA scholarships. Participation in the NOAA student scholarship programs application process is voluntary. Within the scholarship programs applications, specifically, the name, street address, telephone number and e-mail address are required. The EPP Environmental Entrepreneurship Program and Cooperative Science Center grant recipients are required to submit the student tracker form. The alumni data and information is submitted by scholarship program alumni who voluntarily respond to the request for updated data and information.

**6. How will the information be secured (e.g., administrative and technological**

controls)?

### **Operational Controls**

The physical electronic files are maintained and managed in a secured location on the NOAA Office of the Chief Information Officer (OCIO) Network Server. Access to the facility and the databases is strictly limited to personnel who require access to carry out their official duties.

### **Technical Controls**

The server is protected with firewalls from users not connected to the NOAA Information Technology network infrastructure. To access the NOAA OCIO Network Server shared drive, the user needs to (1) log on to the internal Active Directory domain, and then (2) connect to the shared drive. In addition, the user has to have been authorized to access the specific directory where the database is installed. The server is not externally accessible; the user has to connect from the internal SSMC3 LAN or have an approved VPN account. Finally, the user must have a valid username/password combination to open and retrieve any electronic file in the secured shared drive.

After the contents of the student scholarship program paper application is electronically archived, the paper application is shredded. The alumni update form is shredded, after the data and information is entered into the student tracker database.

### **Data extract log and verify compliance**

The contents of the student scholarship program application for all applicants will be electronically archived in an application database for three years after which the data is deleted from the database. For applicants that are selected to receive NOAA scholarships, the contents of their application will transferred by system administrators from the application database to the student tracker database. All data in the student tracker database will be maintained and managed for the duration of the program. There are no data extracts as any part of this process, other than in the transfer of applicable files into the student tracker database.

This data is secured in compliance with the requirements of the [Federal Information Security Act of 2002](#) (FISMA). A Security Certification and Accreditation (C&A) was completed for this system in June 2007. The C&A process is an audit of policies, procedures, controls, and contingency planning, required to be completed for all Federal Government IT systems every three years.

### **7. Is a system of records being created under the Privacy Act, 5 U.S.C. 552a?**

No. Although it includes some personal information, the primary retrieval from an electronic file is not by a personal identifier, and it is not a system of records as defined by the Privacy Act.

### **8. How long are these records retained?**

A records control schedule has not yet been developed for these electronic records. Pending the development of the schedule, and its approval by the National Archives and Records Administration, there is no authority to dispose of the records.

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