



**Privacy Impact Assessment
for the
Education Publications Center**

Date

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Contact Point

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

The Office of Management utilizes the Education Publications Center System (ED PUBS) as the one-stop shopping center to provide publications and other products to the public. This system contains the name, address, email address, and telephone number of the individuals who request publications, as well as the products those individuals request.

2. Why is this information being collected?

This information is collected for the purpose of responding to requests for publications from ED Pubs. It is collected on a voluntary basis using an interactive form. The submitted information is used only for the expressed purposes for which it is intended and is not made available to any third party.

3. How will the information be used?

The information in this system is used to disseminate the Department's products to the public.

4. Will this information be shared with any other agency or entity? If so, with whom?

Ordinarily, the information will not be shared or disclosed to any other agency or entity. However, the Department of Education may disclose information contained in a record in this system of records under the routine uses listed in the system of records notice without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected. 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.

Disclosure for Use by Other Law Enforcement Agencies
Enforcement Disclosure
Litigation and Alternative Dispute Resolution (ADR) Disclosures
Employment Benefit and Contracting Disclosure
Employee Grievance, Complaint or Conduct Disclosure
Labor Organization Disclosure
Freedom of Information Act (FOIA) Advice Disclosure
Disclosure to the Department of Justice
Contract Disclosure
Research Disclosure
Congressional Member Disclosure
Disclosure to the Office of Management and Budget (OMB) for Credit Reform Act (CRA) Support.

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.

Additionally, the Department may disclose to a consumer reporting agency information regarding a claim by the Department which is determined to be valid and overdue as follows: (1) The name, address, taxpayer identification number and other information necessary to establish the identity of the individual responsible for the claim; (2) The amount, status and history of the claim; and (3) The program under which the claim arose.

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 other organizations. (e.g., posted Privacy Notice).

On the “Privacy” webpage at <http://edpubs.ed.gov/PrivateNote.aspx>, users can see the ED PUBS’ Privacy Policy. This is a general policy, which applies to the handling of any information maintained in ED PUBS. The policy provides notice to individuals about how the data is used, and highlights the voluntary nature of information collected.

6. How will the information be secured?

Records in the system will be maintained in a secure password protected electronic system that will utilize security hardware and software to include: firewalls to block external access to the system, the required use of a unique user ID with personal identifiers, and the recording of all interactions with the system.

All physical access 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 building for his or her employee or visitor badge.

The ED PUBS system has been granted Certification and Full Accreditation in accordance with the Department’s Certification and Accreditation Program, and applicable Federal laws and policies.

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

The authority for the Department to maintain these records is an existing system of records entitled Education Publications Center (ED PUBS), 18-13-05, Federal Register (Volume 64, Number 247, 72404-72408), December 27, 1999, as amended by 18-5-18, Federal Register Volume 70, Number 184, 55817-55818), September 23, 2005.

8. List the web addresses (known or planned) that will have a Privacy Notice.

<http://edpubs.ed.gov/PrivateNote.aspx>