



Privacy Impact Assessment for the Enterprise Management Support System (EMSS)

Date

April 3, 2006

Contact Point

System Owner: Katie Blot

Author: Fernando Felixberto (System Security Officer)

Federal Student Aid
U.S. Department of Education



1. What information will be collected for the system?

Information of individual users collected

Full Name

Business Unit

Work Phone

Email

2. Why is this information being collected?

- (1) To create accounts allowing the user to log in and use the application. The contact information (email) will be used for automatic notification by the application.

3. How will FSA use this information?

Federal Student Aid will not use this information.

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

No.

5. Describe the notice or opportunities for consent that will be/or are provided to individuals about what information is collected and how that information is shared with others organizations.

The standard government warning banner will be displayed on the login screen.

6. How will the information be secured?

The Department of Education develops, disseminates, and periodically reviews/updates: (i) a formal, documented, access control policy that addresses purpose, scope, roles, responsibilities, and compliance; and (ii) formal, documented procedures to facilitate the implementation of the access control policy and associated access controls.

All policy and procedures may be found on ED's internal website at: <http://connectED>.

Federal Student Aid provides comments on departmental policy and procedures through the department's Administrative Communications System (ACS) process.

The collected information will be stored in a password-protected database that only system administrators can access.

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



No, a system of record as defined by the Privacy Act is not being created and the reporting requirements of OMB Circular A-130 do not apply.

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

Exempt: EMSS is not a publicly accessible system, and is accessible only by authorized internal users.

As the system is not publicly accessible, and does not collect any personally identifiable information directly from any public end user, EMSS is exempt from placing a privacy notice on the website. In accordance with OMB Memo M-03-22, Attachment A, Section III (C), dated September 26, 2003, EMSS is excluded as the guidance does not apply to “agency intranet websites that are accessible only by authorized government users (employees, contractors, consultants, fellows, grantees).”

Internal URLs:

<https://erms1.ed.gov/ibpmweb> (School Eligibility Channel)

<https://erms2.ed.gov/ibpmweb> (Financial Partners)