



**USAID**  
FROM THE AMERICAN PEOPLE

## Research and Innovation (RI) Fellowships Catalog/Database Privacy Impact Assessment (PIA)

### UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

---

Office of the Chief Information Officer (M/CIO)  
Information Assurance Division  
Research and Innovation (RI) Fellowships Catalog/Database  
Approved Date: May 12, 2014

#### Additional Privacy Compliance Documentation Required:

- None
- System of Records Notice (SORN)
- Open Data Privacy Analysis (ODPA)
- Privacy Act Section (e)(3) Statement or Notice (PA Notice)
- USAID Web Site Privacy Policy
- Privacy Protection Language in Contracts and Other Acquisition-Related Documents
- Role-Based Privacy Training Confirmation

#### Possible Additional Compliance Documentation Required:

- USAID Forms Management. [ADS 505](#)
- Information Collection Request (ICR). [ADS 505](#), [ADS 506](#), and [ADS 508 Privacy Program](#)
- Records Schedule Approved by the National Archives and Records Administration. [ADS 502](#)



## Table of Contents

1	<i>Introduction</i> .....	1
2	<i>Information</i> .....	1
2.1	Program and System Information.....	1
2.2	Information Collection, Use, Maintenance, and Dissemination.....	4
3	<i>Privacy Risks and Controls</i> .....	6
3.1	Authority and Purpose (AP) .....	6
3.2	Accountability, Audit, and Risk Management (AR).....	7
3.3	Data Quality and Integrity (DI).....	8
3.4	Data Minimization and Retention (DM) .....	8
3.5	Individual Participation and Redress (IP) .....	9
3.7	Transparency (TR) .....	10
3.8	Use Limitation (UL) .....	11
3.9	Third-Party Web Sites and Applications .....	11

## 1 Introduction

The USAID Privacy Office is using this Privacy Impact Assessment (PIA) Template to gather information from program managers, system owners, and information system security officers in order to analyze USAID information technology and information collections (systems) that collect, use, maintain, or disseminate personally identifiable information (PII). See [ADS 508 Privacy Program](#) Section 503.3.5.2 Privacy Impact Assessments.

## 2 Information

### 2.1 Program and System Information

#### 2.1.1 Describe the PROGRAM and its PURPOSE.

The USAID Research and Innovation Fellowships program offers a unique opportunity to bring together the brightest minds in the critical fields of science, technology, and innovation (STI) to address complex development challenges. Through a partnership with the U.S. National Science Foundation (NSF) and drawing upon the resources of USAID's existing network of programs, the RI Fellowships will place promising talent from institutions around the United States with hosts in developing countries to help tackle the biggest development issues and engage in cutting-edge research and innovation. By building opportunities with in-country hosts through universities, non-governmental organizations, research institutions, government agencies, and private sector corporations, the RI Fellowships will help create relationships between new international partners, catalyze learning, and foster the positive exchange of information and experiences.

#### 2.1.2 Describe the SYSTEM and its PURPOSE.

The system is an online catalog system, hosted on screendoor.io, which is an open-source software designed to help government agencies be more efficient. Screendoor.io is operated by a third party company, The Department of Better Technology, under a purchase order contract out of the Global Development Lab, Center for Transformational Partnerships. The online platform holds hosting opportunities, submitted by organizations around the world, as well as Fellow profiles and resumes. The online platform functions much like an online job board, whereby potential Fellows can view and search through opportunities, and indicate those that interest them and the system connects the two parties to initiate contact.

**2.1.3 What is the SYSTEM STATUS?**

- New System Development or Procurement
- Pilot Project for New System Development or Procurement
- Existing System Being Updated
- Existing Information Collection Form or Survey  
OMB Control Number:
- New Information Collection Form or Survey
- Request for Dataset to be Published on an External Website
- Other:

**2.1.4 What types of INFORMATION FORMATS are involved with the program?**

- Physical only
- Electronic only
- Physical and electronic combined

**2.1.5 Does your program participate in PUBLIC ENGAGEMENT?**

- No.
- Yes:
  - Information Collection Forms or Surveys
  - Third Party Web Site or Application
  - Collaboration Tool

**2.1.6 What type of system and/or TECHNOLOGY is involved?**

- Infrastructure System (Local Area Network, Wide Area Network, General Support System, etc.)
- Network
- Database
- Software
- Hardware
- Mobile Application or Platform
- Mobile Device Hardware (cameras, microphones, etc.)
- Quick Response (QR) Code (matrix geometric barcodes scanned by mobile devices)
- Wireless Network
- Social Media

<b>2.1.6 What type of system and/or TECHNOLOGY is involved?</b>
<input type="checkbox"/> Web Site or Application Used for Collaboration with the Public
<input type="checkbox"/> Advertising Platform
<input type="checkbox"/> Website or Webserver
<input type="checkbox"/> Web Application
<input checked="" type="checkbox"/> Third-Party Website or Application
<input type="checkbox"/> Geotagging (locational data embedded in photos and videos)
<input type="checkbox"/> Near Field Communications (NFC) (wireless communication where mobile devices connect without contact)
<input type="checkbox"/> Augmented Reality Devices (wearable computers, such as glasses or mobile devices, that augment perception)
<input type="checkbox"/> Facial Recognition
<input type="checkbox"/> Identity Authentication and Management
<input type="checkbox"/> Smart Grid
<input type="checkbox"/> Biometric Devices
<input type="checkbox"/> Bring Your Own Device (BYOD)
<input type="checkbox"/> Remote, Shared Data Storage and Processing (cloud computing services)
<input type="checkbox"/> Other:
<input type="checkbox"/> None

<b>2.1.7 About what types of people do you collect, use, maintain, or disseminate personal information?</b>
<input checked="" type="checkbox"/> Citizens of the United States
<input checked="" type="checkbox"/> Aliens lawfully admitted to the United States for permanent residence
<input type="checkbox"/> USAID employees and personal services contractors
<input type="checkbox"/> Employees of USAID contractors and/or services providers
<input type="checkbox"/> Aliens
<input type="checkbox"/> Business Owners or Executives
<input type="checkbox"/> Others:
<input type="checkbox"/> None

## 2.2 Information Collection, Use, Maintenance, and Dissemination

<b>2.2.1 What types of personal information do you collect, use, maintain, or disseminate?</b>
<input checked="" type="checkbox"/> Name, Former Name, or Alias
<input type="checkbox"/> Mother's Maiden Name
<input type="checkbox"/> Social Security Number or Truncated SSN
<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Place of Birth
<input checked="" type="checkbox"/> Home Address
<input checked="" type="checkbox"/> Home Phone Number
<input checked="" type="checkbox"/> Personal Cell Phone Number
<input checked="" type="checkbox"/> Personal E-Mail Address
<input checked="" type="checkbox"/> Work Phone Number
<input checked="" type="checkbox"/> Work E-Mail Address
<input type="checkbox"/> Driver's License Number
<input type="checkbox"/> Passport Number or Green Card Number
<input type="checkbox"/> Employee Number or Other Employee Identifier
<input type="checkbox"/> Tax Identification Number
<input type="checkbox"/> Credit Card Number or Other Financial Account Number
<input type="checkbox"/> Patient Identification Number
<input checked="" type="checkbox"/> Employment or Salary Record
<input type="checkbox"/> Medical Record
<input type="checkbox"/> Criminal Record
<input type="checkbox"/> Military Record
<input type="checkbox"/> Financial Record
<input checked="" type="checkbox"/> Education Record
<input type="checkbox"/> Biometric Record (signature, fingerprint, photo, voice print, physical movement, DNA marker, retinal scan, etc.)
<input checked="" type="checkbox"/> Sex or Gender
<input type="checkbox"/> Age

### 2.2.1 What types of personal information do you collect, use, maintain, or disseminate?

- Other Physical Characteristic (eye color, hair color, height, tattoo)
- Sexual Orientation
- Marital status or Family Information
- Race or Ethnicity
- Religion
- Citizenship
- Other:
- No PII is collected, used, maintained, or disseminated

### 2.2.2 What types of digital or mobile data do you collect, use, maintain, or disseminate?

- Log Data (IP address, time, date, referrer site, browser type)
- Tracking Data (single- or multi-session cookies, beacons)
- Form Data
- User Names
- Passwords
- Unique Device Identifier
- Location or GPS Data
- Camera Controls (photo, video, videoconference)
- Microphone Controls
- Other Hardware or Software Controls
- Photo Data
- Audio or Sound Data
- Other Device Sensor Controls or Data
- On/Off Status and Controls
- Cell Tower Records (logs, user location, time, date)
- Data Collected by Apps (itemize)
- Contact List and Directories
- Biometric Data or Related Data

### 2.2.2 What types of digital or mobile data do you collect, use, maintain, or disseminate?

- SD Card or Other Stored Data
- Network Status
- Network Communications Data
- Device Settings or Preferences (security, sharing, status)
- Other:
- None

### 2.2.4 Who owns and/or controls the system involved?

- USAID Office: Global Development Lab – Center for Transformational Partnerships
- Another Federal Agency:
- Contractor:
- Cloud Computing Services Provider:
- Third-Party Website or Application Services Provider: Department of Better Technology (screendoor.io)
- Mobile Services Provider:
- Digital Collaboration Tools or Services Provider:
- Other:

## 3 Privacy Risks and Controls

### 3.1 Authority and Purpose (AP)

#### 3.1.1 What are the statutes or other LEGAL AUTHORITIES that permit you to collect, use, maintain, or disseminate personal information?

The USAID Research and Innovation Fellowships program is being carried out under the authority of the Foreign Assistance Act of 1961. All information is being provided voluntarily by the host institutions and fellows in order to engage in this program.



### 3.1.2 Why is the PII collected and how do you use it?

The information will be used to connect the potential Fellows with the correct hosting opportunities, per their background and experience. This information will also be used to inform them of updates and critical application information, including but not limited to: important deadlines, helpful procedural hints, and orientation materials. This information is also useful to help our team identify where gaps exist in Fellow demographics (such as gender and race), in order to better build an inclusive program. This information will also be analyzed to determine a demographic and expertise-disaggregated snapshot of each cadre of Fellows to help our team target our efforts towards building up catalog opportunities in areas of greater interest.

### 3.1.3 How will you identify and evaluate any possible new uses of the PII?

There are no privacy risks for this system that relate to the purposes specified at the time of collection. All purposes for which the information may be used are specified at the time of collection.

## 3.2 Accountability, Audit, and Risk Management (AR)

### 3.2.1 Do you use any data collection forms or surveys?

No:

Yes:

Form or Survey (Please attach)

OMB Number, if applicable:

Privacy Act Statement (Please provide link or attach PA Statement)

### 3.2.3 Who owns and/or controls the personal information?

USAID Office: Global Develop Lab, Center for Transformational Partnerships

Another Federal Agency:

Contractor:

Cloud Computing Services Provider:

Third-Party Web Services Provider: Dept. of Better Technology (screendoor.io)

Mobile Services Provider:

Digital Collaboration Tools or Services Provider:

Other:

**3.2.8 Do you collect PII for an exclusively statistical purpose? If you do, how do you ensure that the PII is not disclosed or used inappropriately?** No. Yes:**3.3 Data Quality and Integrity (DI)****3.3.1 How do you ensure that you collect PII to the greatest extent possible directly from the subject individual?**

Each individual Fellow and host has to create a login within our system. No information is pulled from other sources outside of voluntary inclusion from the Fellow/host. Any other information would be statistical data on website visits that are available through Google analytics (hits broken down by geographic region mostly).

**3.3.2 How do you ensure, to the greatest extent possible, that the PII is accurate, relevant, timely, and complete at the time of collection?**

Each individual Fellow and host has to create a login within our system. No information is pulled from other sources outside of voluntary inclusion from the Fellow/host. Any other information would be statistical data on website visits that are available through Google analytics (hits broken down by geographic region mostly).

**3.3.3 How do you check for, and correct as necessary, any inaccurate or outdated PII in the system?**

We will continually update the system to remove non-participants and keep inactive hosting opportunities off the viewable catalog.

**3.4 Data Minimization and Retention (DM)****3.4.1 What is the minimum PII relevant and necessary to accomplish the legal purpose of the program?**

This program functions like an application to a job board. As such, it is necessary for each Fellow to provide their name, contact information, work experience (as proof of eligibility for the opportunity), and standard items that would be found on a resume or a CV, such as contact information and education background. As this program is only open to U.S. citizens and permanent residents, it is also necessary for USAID to know if the potential Fellow is a U.S. citizen or permanent resident. Additionally, in order to fulfill obligations to the Agency to be as inclusive and diverse as possible, it is necessary for us to voluntarily collect gender and ethnic background on a self-identifying basis.

**3.4.3 Does the system derive new data or create previously unavailable data about an individual through aggregation or derivation of the information collected? Is the PII relevant and necessary to the specified purposes and how is it maintained?** No. Yes:

### 3.4.4 What types of reports about individuals can you produce from the system?

Reports will be pulled for demographic data analysis only, not on individuals (e.g. reports pulled for how many Fellows from the West Coast are working in Asia on biology-related research). While this information may have line-item names associated with said field of research, it will only be visible to the three-person RI Fellowships team. Any reports, though unforeseen, that would require unique identifiers to a larger audience will include anonymized data, not PII.

### 3.4.6 Does the system monitor or track individuals?

*(If you choose Yes, please explain the monitoring capability.)*

No.

Yes: This system does not monitor individuals per se, but it does track which Fellows will be connecting to which hosting opportunities in-country. This information is protected through the same safeguards found throughout the catalog, keeping PII accessible only to the respective individual and to the RI Fellowships team of three USAID personnel for programming purposes.

## 3.5 Individual Participation and Redress (IP)

### 3.5.1 Do you contact individuals to allow them to consent to your collection and sharing of PII?

[No answer provided in original PIA.]

### 3.5.2 What mechanism do you provide for an individual to gain access to and/or to amend the PII pertaining to that individual?

Fellows are free to update their own profile and attachments (CV, resume, etc.) at will.

### 3.5.3 If your system involves cloud computing services and the PII is located outside of USAID, how do you ensure that the PII will be available to individuals who request access to and amendment of their PII?

N/A

### 3.7 Transparency (TR)

#### 3.7.1 Do you retrieve information by personal identifiers, such as name or number?

*(If you choose Yes, please provide the types of personal identifiers that are used.)*

- No.
- Yes:

We plan to use a 3rd party website (Department of Better Technology/ screendoor.io) to host an online catalog of fellowship opportunities, where we will collect information about hosting opportunities and interested students. This same website will be used for potential Fellows to access information about potential hosting opportunities and connect with those hosts directly. The information will be maintained on the same site. The information collected from potential Fellows will be collected by name, in order to identify the individual and facilitate follow-up discussion with host organizations. Only an administrator (one of the three USAID RI Fellowships team members) can go into the screendoor.io site and export the data collected as an excel file. That information will then be used to help us determine how many Fellows have been matched. Any data collected will be securely stored on USAID computers via the USAID shared drive (accessible only to USAID RI Fellowships team members).

#### 3.7.2 How do you provide notice to individuals regarding?

- 1) The authority to collect PII:
- 2) The principal purposes for which the PII will be used:
- 3) The routine uses of the PII:
- 4) The effects on the individual, if any, of not providing all or any part of the PII:

The system provides the following notice: USAID is committed to protecting your privacy. The information collected when you sign up is covered by the USAID Privacy Policy and the OMB Social Media Guidance. The information you provide will be used to connect you to hosts and to communicate USAID- and/or Research and Innovation Fellowship-related updates and information to you.

The system also links to the USAID privacy policy: <http://www.usaid.gov/privacy-policy/> And the OMB Social Media Guidance here:

[http://www.whitehouse.gov/sites/default/files/omb/assets/infocus/SocialMediaGuidance\\_\\_04072010.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/infocus/SocialMediaGuidance__04072010.pdf)

#### 3.7.3 Is there a Privacy Act System of Records Notice (SORN) that covers this system?

- No
- Yes:

#### 3.7.4 If your system involves cloud computing services, how do you ensure that you know the location of the PII and that the SORN System Location(s) section provides appropriate notice of the PII location?

N/A

### 3.8 Use Limitation (UL)

#### 3.8.1 Who has access to the PII at USAID?

The USAID Research and Innovation Fellowships team, comprising of three full-time employees of USAID have access to this PII.

#### 3.8.3 With whom do you share the PII outside of USAID? And whether (and how, if applicable) you will be using the system or related web site or application to engage with the public?

PII is not shared outside of the system. Within the system, Fellows have accounts, potentially containing PII, where they can choose to share their information with potential hosts in USAID countries. All of this is done through the system. Fellows may opt to share as much or as little information with hosts as they feel is necessary.

#### 3.8.4 Do you share PII outside of USAID? If so, how do you ensure the protection of the PII 1) as it moves from USAID to the outside entity and 2) when it is used, maintained, or disseminated by the outside entity?

No.

Yes:

### 3.9 Third-Party Web Sites and Applications

#### 3.9.1 What PII *could be made available* (even though not requested) to USAID or its contractors and service providers when engaging with the public?

The PII is not 'available' to USAID. It is only viewable by those participating in the Fellowship (i.e. hosts and Fellows) and the USAID RI Fellowships Team.

## Appendix A. Links and Artifacts

### A.1 Privacy Compliance Documents or Links

- |   |
|---|
| <input type="checkbox"/> None. There are no documents or links that I need to provide.                    |
| <input type="checkbox"/> Privacy Threshold Analysis (PTA)   |
| <input type="checkbox"/> Privacy Impact Assessment (PIA)  |
| <input type="checkbox"/> System of Records Notice (SORN)  |
| <input type="checkbox"/> Open Data Privacy Analysis for Posting Datasets to the Public (ODPA)             |
| <input type="checkbox"/> Data Collection Forms or Surveys   |
| <input type="checkbox"/> Privacy Act Section (e)(3) Statements or Notices                                 |
| <input type="checkbox"/> USAID Web Site Privacy Policy  |
| <input type="checkbox"/> Privacy Policy of Third-Party Web Site or Application                            |
| <input type="checkbox"/> Privacy Protection Language in Contracts and Other Acquisition-Related Documents |