

# Privacy Impact Assessment (PIA) SAO Fellowship Application System

## I. System Identification

1. **IT System Name:** Fellowship Application System  
[www.cfa.harvard.edu/opportunities/fellowships/cfapost/](http://www.cfa.harvard.edu/opportunities/fellowships/cfapost/)
2. **IT System Sponsor:** Christine Crowley, Fellowship Coordinator
3. **System Sponsor Unit:** SAO
4. **IT System Manager:** Van McGlasson
5. **PIA Author:** Julie Shaw
6. **SI Unit Director or Designee:** Charles Alcock
7. **Date:** September 2009
8. **Brief (one paragraph) description of the system:**

The Fellowship Application System allows candidates to apply for SAO and CfA post- and pre-doctoral programs online. Fellowship Committee members review the applications online.

## II. Privacy Assessment

### 1. What information is being (or will be) collected.

The applicant's contact information - name, email, address, phone number - is collected via a web form. In addition, names of references, a research proposal, list of publications, and list of previous research are also required. The information is displayed and the user confirms it by submitting. The applicant can go back at any time during the application period and update or correct the information.

### 2. Why the information is being collected.

The information is needed for the Fellowship Committees to evaluate candidates and award the fellowships.

### 3. The intended use of the information

The information is stored in a database and is used by the Committee for admission application review and final selection. The Fellowship Coordinator uses the data to collect statistics on background and origin. The statistical reports do not identify individual applicants.

#### **4. With whom the information will be shared.**

The Fellowship Coordinator and the Fellowship Review Committee members have access to the data. They access it by logging in (with username and password) to web forms.

The individual applicant has access to her/his own information but not to any other applicant's.

There are no interfaces with other systems.

#### **5. What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared.**

The information listed in Question 1 is all required. Applicants may request to submit their applications by mail instead of on the web. Applicants using the web form may login to review, edit, and correct the information in their applications until the final day of the application period. The applicant's information is not shared outside the CfA.

Contact information for the Fellowship Coordinator is available in the website navigation. Questions or comments can be sent to [postdoc@cfa.harvard.edu](mailto:postdoc@cfa.harvard.edu)

#### **6. How the information will be secured.**

The information is collected using Secure Socket Layer (SSL) so that it is encrypted when going over the internet. Once collected, it is stored (unencrypted) in an access controlled database. The information in the database is only available to the Fellowship Coordinator and the Fellowship Review Committee members for the particular Fellowship - all of whom must login to use the online reviewing system. The applicants' data is removed from the system when the next application period opens, approximately 10 months after the fellowship deadline.

The servers are physically protected in a secure computer room, where access is limited to authorized personnel. Intrusion detection software is deployed. OS patches are installed as required. All servers have up-to-date antivirus software. Backup tapes are kept in a locked area, with limited access. They are periodically rewritten and are destroyed when no longer usable.