



U.S. Department of Transportation

Privacy Impact Assessment

Federal Aviation Administration (FAA) Human Resource Management (AHR) FAA Blackboard System (Blackboard)

Responsible Official

Carlos Garcia

Carlos.Garcia@faa.gov

(202) 267-1490

Reviewing Official

Karyn Gorman

Chief Privacy Officer

Office of the Chief Information Officer





Executive Summary

The Federal Aviation Administration’s (FAA’s) Office of Human Resource Management (AHR) Blackboard, a web-based learning management system, delivers online courses to online learners. Blackboard is authorized under the [Government Employee Training Act \(GETA\)](#), as codified in 5 U.S.C. §§ 4101-4118, the [2018 FAA Reauthorization Act, Title VI, Public Law 115-254](#), [49 U.S.C. § 44702](#), [Airport and Airway Development Act of 1970, Public Law 94-353; Section, National and Community Service Act of 1990, 49 U.S.C. § 12501](#).

The FAA developed and published this Privacy Impact Assessment (PIA) in accordance with the [E-Government Act of 2002 \(E-Government Act\), Pub. L. 107-347 \(Dec. 17, 2002\)](#) because Blackboard collects and maintains personally identifiable information (PII) (contact and course completion information or course, event, or contest registration information) from members of the public including Designees¹ and FAA Science, Technology, Engineering and Math (STEM), Aviation and Space Education (AVSED) students (K-12), parents/guardians, and educators, hereafter collectively called “STEM AVSED users.” Some members of the public who register for and participate in STEM AVSED programs, including the [Airport Design Challenge \(ADC\)](#)² may be under the age of thirteen (13). Currently, the only course offering for AVSED students is the ADC. This PIA further addresses how the FAA adheres to the requirements of the [Children’s Online Privacy Protection Act of 1998 \(COPPA\), 15 U.S.C. §§ 6501-6506 \(2001\)](#), and protects the privacy of children who participate in STEM AVSED programs and take Blackboard courses.

What is a Privacy Impact Assessment?

The Privacy Act of 1974 articulates concepts for how the federal government should treat individuals and their information and imposes duties upon federal agencies regarding the collection, use, dissemination, and maintenance of personally identifiable information (PII). The E-Government Act of 2002, Section 208, establishes the requirement for agencies to conduct privacy impact assessments (PIAs) for electronic information systems and collections. The assessment is a practical method for evaluating privacy in information systems and collections, and documented assurance that privacy issues have been identified and adequately addressed. The PIA is an analysis of how information is handled to—i) ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy; ii) determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system; and iii)

¹ Designees are qualified members of the public, who have the authority to certify aircraft and people on behalf of the FAA Administrator.

² ADC refers to a program that has students participate in creating virtual airports using the Minecraft video game.



examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks.³

Conducting a PIA ensures compliance with laws and regulations governing privacy and demonstrates the DOT's commitment to protect the privacy of any personal information we collect, store, retrieve, use and share. It is a comprehensive analysis of how the DOT's electronic information systems and collections handle personally identifiable information (PII). The goals accomplished in completing a PIA include:

- *Making informed policy and system design or procurement decisions. These decisions must be based on an understanding of privacy risk, and of options available for mitigating that risk;*
- *Accountability for privacy issues;*
- *Analyzing both technical and legal compliance with applicable privacy law and regulations, as well as accepted privacy policy; and*
- *Providing documentation on the flow of personal information and information requirements within DOT systems.*

Upon reviewing the PIA, you should have a broad understanding of the risks and potential effects associated with the Department activities, processes, and systems described and approaches taken to mitigate any potential privacy risks.

Introduction & System Overview

Previously, FAA large-scale training was not possible because training participants were geographically dispersed and due to the large numbers of users that required training, there were not enough in-person training facilities and instructors available to meet the demands for required training. In response to this need, the FAA addressed this issue pursuant to the [Government Employee Training Act \(GETA\), as codified in 5 USC §§ 4101-4118](#), the [2018 FAA Reauthorization Act, Title VI, Public Law 115-254](#), and [49 USC § 44702](#), which allows the FAA to provide online courses to a much larger number of online learners than it could by conducting classes in person. Blackboard addresses this issue by utilizing Blackboard Learn, which is a web-based Learning Management System (LMS) used for the administration, documentation, tracking, reporting, and delivery of electronic educational technology (e-learning) education courses or training programs for the FAA. Blackboard provides users with a virtual classroom that replaces the traditional in-person classroom environment. Blackboard offers several core abilities, including the capability to create courses, manage and deliver course assessments, provide plagiarism prevention, and allow real-time grading of assignments. Additionally, the capacity to share, reuse, and discover learning objects offers ease of effort in building courses and engaging students.

³Office of Management and Budget's (OMB) definition of the PIA taken from guidance on implementing the privacy provisions of the E-Government Act of 2002 (see OMB memo of M-03-22 dated September 26, 2003).



These features allow for an easy-to-use interface presented to learners. Blackboard also allows users to take long and complex courses that may span several months in an easy-to-use format. Additionally, Blackboard allows users to complete coursework on their own schedules instead of sitting through an instructor-led course with set start and end times.

The process for establishing a Blackboard account and accessing and completing Blackboard courses differ based on whether the user is a FAA employee or contractor, Designee, or if they are a STEM AVSED participant. Blackboard is integrated with the FAA's [Designee Registration System](#) (DRS), the Electronic Learning Management System (eLMS), and [Genius SIS](#) (Genius) to provide online learners with seamless access to Blackboard online courses.

Blackboard Use by Designees

Under 49 U.S.C. § 44702(d), Designees are individuals or employees under their supervision in the aviation industry authorized to conduct examinations, perform tests, and issue approvals and certificates on behalf of the FAA. Prior to receiving their designation, Designees must navigate to DRS to complete their user profile. To do so, Designees must provide their name, email address and phone number⁴, and pay for their required training.⁵ After a successful payment, DRS sends the Designee's name, email address and phone number to Blackboard via an encrypted Application Programming Interface (API) transmission. Blackboard then electronically transmits an enrollment ID (a system-generated confirmation number) to DRS. The enrollment ID serves as confirmation that a Designee successfully enrolled in an online course via Blackboard.

After creation of the Blackboard user account in DRS, Designees access Blackboard by entering their username and password in DRS and then navigating via web links to Blackboard. Because Designees authenticate through DRS, the access and authentication information is stored in DRS; Blackboard does not collect any of the access and authentication information. Once they log into Blackboard, Designees may complete courses. Blackboard bookmarks the Designees' progress as they complete the online course, allowing Designees who exit prior to the end of online courses to return to where they left off to complete their courses. Additionally, this bookmarking allows Blackboard to track the time the Designee spends within the online course, as well as how many times the Designee accesses the online course.

⁴ For more information on how to create or update a DRS account see: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/der_recurrent/media/update_DRS_profile.pdf

⁵ For additional information regarding the FAA's privacy practices regarding DRS, please see the DRS PIA available at <https://www.transportation.gov/individuals/privacy/pia-designee-registration-system-drs>.



Once course material is completed, Designees may be required to complete additional criteria for course completion, such as an exam or end of course survey. Questions contained within end of course surveys may be a mix of open-ended questions or ratings using a scale to provide feedback on the content of the course/instructors. Most surveys are anonymous, and do not require Designees to enter names or other identifying information. However, in some instances, surveys may provide the Designees the option to provide their name and email address. Blackboard uses the information gathered via end of course surveys to address questions that the Designee may have about course content.

Blackboard maintains the surveys and course instructors and content owners can review the information collected from the surveys to improve the course content or delivery method. The intent of surveys is not to collect PII or other sensitive information, but to allow Designees to provide feedback on the course they have just finished. Once a Designee completes the course, the completion status (pass/fail) is recorded in Blackboard and is passed back to DRS, using the Designee's email address and name. The Designee is then able to return to DRS, log in to their DRS profile, and view/print their certificate of completion. The DRS is the FAA's official record of training while the completion status for the Designee remains in Blackboard for three years for historical records.

Blackboard Use by FAA Employees/Contractors

To access Blackboard, FAA employees/contractors navigate to the eLMS at <https://elms.faa.gov/> and authenticate using their Personal Identity Verification (PIV) card. To complete the log on process, Blackboard shares the FAA employees/contractors name and FAA email address with eLMS. Once users are logged into eLMS, they navigate to the link that corresponds with the course they would like to take and accept the Rules of Behavior. At this time, a new web browser session opens, and the course material launches within the browser.

Once FAA employees/contractors complete the course material, they may be required to complete an online survey. The process for completing the online survey is the same process as used for Designees (as explained above). Once an employee/contractor completes the course, the completion status (pass/fail) is sent to eLMS using the employee/contractor's name and email address. After the course is completed, a transcript is created in eLMS using the date of course completion, title of course, and status of course (pass/fail, etc.). The transcript is the FAA's official record of training while the completion status remains in Blackboard for three years for historical purposes. Transcripts are maintained for three years because many courses are continuations of other courses. Maintaining this information for three years allows students to go back into previously completed courses and review their content.



Blackboard Use by STEM AVSED [K-12 students (18 years old and younger), parents/guardians, and educators]:

Student and Parent Registration

The FAA utilizes Blackboard for STEM AVSED programs for K-12 students who enroll and take online learning. Currently, the only STEM AVSED students utilizing Blackboard are those participating in the Airport Design Challenge (ADC) course, but the FAA plans to provide additional course offerings to STEM AVSED students in the future.

Because many of the STEM AVSED student participants are under the age of 13, the FAA strictly adheres to the requirements of the [Children's Online Privacy Protection Act of 1998 \(COPPA\), 15 U.S.C. §§ 6501-6506 \(2001\)](#) and protects the privacy of children who participate in STEM AVSED programs by taking Blackboard courses. In addition, while COPPA applies only to information pertaining to children under 13, for the purposes of this program, the FAA voluntarily complies with COPPA for all children 18 years old and younger who participate in the competition.

STEM AVSED students' PII in Blackboard is hosted in a Federal Risk and Authorization Management Program (FedRAMP) cloud environment, which has advanced requirements and processes in place for the protection of PII. In addition, Blackboard deletes STEM AVSED students' PII from the system 90 days after completion of all programs and courses including the ADC. Further, COPPA requires that FAA notify parents and obtain verifiable parental consent (VPC) from parents to collect their children's information. As such, the FAA requires that parents create the initial account in Genius, complete a registration form for their child (which includes the parent's contact information), and provide their VPC (the VPC process is explained below). This process must be completed prior to the collection of any information from children.

Blackboard itself does not have registration functionality. The STEM AVSED program/ADC therefore uses Genius for registration purposes, which allows parents to enroll themselves and the student in FAA ADC. Similarly, it will allow registration for future course offerings in the same manner. Genius, which is integrated with Blackboard, functions as a user database and a registration tool. This integration allows all K-12 students (18 years old and younger), parents/guardians, and educators to create an account and gain access to Blackboard.

To create an account for themselves or for their children, parents/guardians first navigate to the ADC website at Uniform Resource Locator (URL) <https://www.faa.gov/airport-design->



[challenge](#). To comply with COPPA requirements, the landing page of the ADC contains a link to the [COPPA and Privacy Policy](#). The ADC registration page also contains a link to a Privacy Act Statement (PAS), which explains why the information is being collected, under what authority, and the impacts of not providing the requested information.

From the ADC landing page, the parent/guardian follows the Genius registration link. There, the parent/guardian enters the following PII on behalf of themselves and the student:

- Parent/guardian first and last name
- Parent/guardian mailing address
- Parent/guardian email address
- K-12 Student first and last name
- K-12 Student email address
- Student grade (use of one of two grouping: grades K-6 and 7-12)
- Country of origin
- Optional information includes:
 - Parent/guardian phone number

After the initial account is created in Genius, the parent/guardian must complete the VPC process. Previously, the VPC process was only accomplished via a manual, internal process. This manual process still exists, but in addition, the FAA also allows parents to provide VPC through a third-party contractor, Kids Web Services (KWS). The Federal Trade Commission (FTC) has approved KWS, the kidSAFE Seal Program, as a safe harbor program under COPPA, which means the FTC has verified kidSAFE compliance with the FTA's additional "COPPA Privacy Rules." These rules are modeled after the Children's Online Privacy Protection Act, a U.S. federal privacy law commonly referred to as "COPPA" or the "COPPA Rule."

To begin the VPC process, the parent may elect to use KWS, or provide VPC through the FAA's manual process. If the parent chooses KWS, Genius provides KWS the parent/guardian's email address, student grade (one of two groupings: grades K-6 or 7-12), and country of origin. As explained above, COPPA requires that entities collecting information from children under thirteen obtain consent from parents/guardians and requires that the consent be "verifiable." For purposes of COPPA, this means that the identity of the parent/guardian is verified so that the entity can be confident that the consent was provided by the parent/guardian. Therefore, KWS allows parents/guardians within the U.S. who provide VPC to choose one of two methods of verification. First, KWS can use the last-4 digits of the parent/guardian's Social Security Number (SSN). If they choose this method, parents must provide KWS with the last-4 digits of their SSN, their date of birth, and their



zip code. Alternatively, KWS can verify identity with the parent/guardian's credit or debit card number, which allows KWS to charge a nominal amount to that card. For those users outside the U.S., KWS will obtain VPC using the credit card transaction method. In addition to the credit card transaction method, for users outside the U.S., KWS may obtain parental consent in accordance with laws of other foreign states in which parents/guardians and students reside if required by their country of residence.

Information parents/guardians provide to KWS is not provided to the FAA and is maintained by KWS in accordance with KWS's privacy policies. KWS's privacy policies may be found at <https://www.superawesome.com/privacy-hub/privacy-policy>. The Genius registration page notifies parents that, should they choose to provide their VPC to KWS, they will leave the FAA's systems and must provide additional PII and other information to KWS. After KWS obtains VPC, it sends a notification back to Genius that parental consent is complete but does not provide FAA with any of the additional information collected, such as the parent/guardian's last four SSN digits or credit card information. Once KWS notifies FAA that VPC has been obtained for a particular parent/guardian, KWS deletes all information received from Genius from its servers.

Alternatively, parents/guardians are provided the option to opt out of using KWS to provide their VPC. For parents/guardians who choose to opt out, they may provide their VPC directly to the FAA by a manual consent form. The manual consent form collects the student's name, parent name and signature, and parents email address. For this process, the FAA emails the FAA consent form to the parent/guardian, who completes the form, signs it, and returns to the FAA. The STEM program then uploads the consent form to Genius, where it is stored for the duration of the design contest. The form is deleted from Genius 90 days after all activities associated with the ADC have been completed. Once VPC is obtained, the paper consent form and any associated emails are deleted from the STEM AVSED program files. However, the emails and the paper consent forms attached thereto will be maintained in the FAA's Office 365 email archiving system in accordance with FAA's email retention policies.

Once VPC is obtained, the K-12 student account is activated, and the student may log into Blackboard to participate in the ADC.

Blackboard Use for STEM AVSED Events

All communication between FAA and the K-12 students, and among K-12 students, during the ADC is conducted through Blackboard using the open forum and discussion boards. Students may also access a module in Blackboard to form teams with other K-12 students to participate in the challenge. Within the module, ADC students manually input a team name,



the names of their team members, their airport name, and their grade category (Kindergarten through 6th grade, 7th grade through 12th grade). STEM AVSED students (K-12 grades) participating in the ADC will have the option of providing demographic information (for example, the FAA will collect information regarding the participants' gender, ethnicity, school, city, state, and airports experience). This survey data is not required for program participation and will be collected anonymously to establish trends in student participation. This anonymous demographic information will be maintained by the program office for 10 years.

At the conclusion of the ADC, the administrative team provides all K-12 students who have completed the ADC with a Certificate of Achievement. The ADC administrative team views the student's Blackboard account for course completion and accesses a report in Genius to obtain the mailing address of the student's parents. The reports contain all information provided to the FAA during account registration (including parent's name, address, parent's primary/secondary email address, and student's name, email address, and grade category) except for the user's username and password. The FAA does not routinely disclose any information collected during the account registration process, outside of the ADC administrative teams (Genius and Blackboard) and information transmitted to KWS for purposes of obtaining VPC. All data collected through these processes are encrypted in transit and at rest.

Fair Information Practice Principles (FIPPs) Analysis

The DOT PIA template is based on the fair information practice principles (FIPPs). The FIPPs, rooted in the tenets of the Privacy Act, are mirrored in the laws of many U.S. states, as well as many foreign nations and international organizations. The FIPPs provide a framework that will support DOT efforts to appropriately identify and mitigate privacy risk. The FIPPs-based analysis conducted by DOT is predicated on the privacy control families articulated in the Federal Enterprise Architecture Security and Privacy Profile (FEA-SPP) v3⁶, sponsored by the National Institute of Standards and Technology (NIST), the Office of Management and Budget (OMB), and the Federal Chief Information Officers Council and the Privacy Controls articulated in Appendix J of the NIST Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations⁷.

Transparency

Sections 522a(e)(3) and (e)(4) of the Privacy Act and Section 208 of the E-Government Act require public notice of an organization's information practices and the privacy impact of

⁶ <https://s3.amazonaws.com/sitesusa/wp-content/uploads/sites/1151/2016/10/FEA-Security-Privacy-Profile-v3-09-30-2010.pdf>

⁷ http://csrc.nist.gov/publications/drafts/800-53-Appendix-J/IPDraft_800-53-privacy-appendix-J.pdf



government programs and activities. Accordingly, DOT is open and transparent about policies, procedures, and technologies that directly affect individuals and/or their personally identifiable information (PII). Additionally, the Department should not maintain any system of records the existence of which is not known to the public.

The FAA employs multiple means to inform students about how the FAA collects, uses, disseminates, and retains their PII in Blackboard, including a publicly accessible “Rules of Behavior” page (accessible at https://elmsstaging.dot.gov:8080/elms/faa/ahr/rob/acknowledgement_prod.html), which provides additional information about Blackboard.

Airport Design Challenge

The ADC also maintains a Privacy and Information Collection policy website at <https://www.faa.gov/education/virtualllearning/airportdesign/instructions/privacy-and-information-collection-statement> that provides privacy and other information. This page provides the following information to enhance the transparency of information FAA collects and maintains from parents and students:

- The STEM AVSED Airport Design Challenge’s website provides its “[COPPA Privacy Policy](#).” The COPPA Privacy Policy describes how the FAA protects information it receives from children participating in the FAA’s STEM AVSED programs. It further explains the information collection, disclosure, and parental consent practices for information provided by children under the age of 13 and that the FAA collects and maintains the minimum amount of information necessary to register students and ensure they can participate in all activities and receive a completion certificate. As part of the parental consent process, parents are provided with the FAA’s privacy policy and procedures and a COPPA Notice to Parents.
- The ADC website also provides a [Privacy Act Statement](#), which provides notice regarding the authority used to solicit information, the purpose for collecting information, how the information will be disclosed, and consequences for failing to provide all or part of the requested information.

In addition, the FAA provides transparency to parents through its VPC processes. Prior to the completion of registration in FAA Blackboard, each student’s parent/guardian must provide VPC via KWS, or directly to FAA if the parent opts out of using KWS. Through both processes, the parent receives a COPPA Notice to Parents prior to their child’s participation in STEM AVSED programs within Blackboard. The COPPA Notice to Parents also explains that parents may revoke their consent at any time. Should parents revoke consent, all collection of information from that student stops and all information previously collected is deleted.



Information collected through FAA STEM AVSED outreach programs is collected and maintained in Blackboard as part of a Privacy Act System of Records and is covered under the DOT published [System of Records Notice \(SORN\) DOT/FAA 855, Science, Technology, Engineering, and Math \(STEM\) Aviation and Space Education Outreach Program, 87 FR 73066 \(November 28, 2022\)](#).

Designees and Other Users

For both Designees and for FAA employees and contractors, Blackboard maintains copies of training records. For Designees, the FAA's DRS system maintains the official training records, and the [DRS Privacy Impact Assessment \(PIA\)](#) provides additional information about how DRS provides transparency for Designees. DRS training records are subject to [SORN DOT/FAA 830, Representatives of the Administrator, 87 FR 54592 \(September 6, 2022\)](#). Individuals may exercise Privacy Act rights of access and amendment through this SORN. For FAA employees/contractors, the FAA's eLMS is the official system record for employee/contractor training records and are subject to [SORN DOT/ALL 27, Training Programs, 83 FR 60960 \(November 27, 2018\)](#). Individuals may exercise Privacy Act rights of access and amendment through this SORN.

Lastly, this PIA demonstrates DOT's commitment to provide transparency about its privacy practices to online learners who use Blackboard, Genius, and KWS.

Individual Participation and Redress

DOT provides a reasonable opportunity and capability for individuals to make informed decisions about the collection, use, and disclosure of their PII. As required by the Privacy Act, individuals should be active participants in the decision-making process regarding the collection and use of their PII and they are provided reasonable access to their PII and the opportunity to have their PII corrected, amended, or deleted, as appropriate.

Under the provisions of the Privacy Act, Designees, FAA employees/contractors and ADC students or the student's parents/guardians, may request searches to determine if any records have been added to the Blackboard or Genius that may pertain to them. Individuals wishing to know if their records appear in Blackboard or Genius as well as individuals wanting to contest information about them that is contained in these systems may inquire in person or in writing to:

Federal Aviation Administration
Privacy Office



800 Independence Avenue (Ave), SW
Washington, DC 20591

The request must include the following information:

- Name,
- Mailing address,
- Phone number and/or email address, and
- A description of the records sought, and if possible, the location of the records.

Individuals may also use the above address to register a complaint or ask a question regarding FAA's privacy practices. If you have comments, concerns, or need more information on FAA privacy practices, please contact the Privacy Division at privacy@faa.gov or 1 (888) PRI-VAC1.

Individual Participation and Redress for Designees

Designee information in Blackboard is obtained from DRS through an information exchange. If need be, Designees may correct or amend their information in DRS, by directly accessing that system to do so. Additionally, Designees may contact the FAA's Office of Aviation Safety to update their information in DRS by calling the FAA Help Desk at: 405-954-4568, or via email at cbicentral@faa.gov. The updated or corrected Designee information would then be shared with Blackboard through a subsequent data exchange.

Individual Participation and Redress for FAA Employees/Contractors

FAA employee and contractor information in Blackboard is obtained from eLMS through a subsequent data exchange. FAA employees/contractors must access eLMS to correct or amend their information. They may also contact the eLMS and Blackboard via email at elmssupport@faa.gov. The updated or corrected information from FAA employees or contractors will be shared with Blackboard through a subsequent data exchange.

Individual Participation and Redress for ADC Students

FAA Blackboard requires the parent/guardian to provide VPC via KWS, which contains a COPPA Notice to Parents, prior to their child's participation in STEM AVSED programs within Blackboard. The COPPA Notice to Parents also provides notice that parents may revoke their consent at any time. To request review, amendment, deletion, or to revoke consent, the parent/guardian can contact the FAA's ADC at avsed.challenge@faa.gov. Should parents revoke consent, any collection of information from that student will cease and any information collected will be deleted.



Purpose Specification

DOT should (i) identify the legal bases that authorize a particular PII collection, activity, or technology that impacts privacy; and (ii) specify the purpose(s) for which it collects, uses, maintains, or disseminates PII.

The FAA is specifically authorized to collect and use the PII of online learners, as described below.

Purpose Specification for the Collection and Use of Designee PII

The following legal authorities authorize the maintenance of Designee PII in Blackboard:

- *Designation of a Designee Authorization:* [49 USC § 44702](#) empowers the Administrator to “...delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate under this chapter; and issuing the certificate.”
- *Designation Authority:* [14 CFR Part 183](#), Representatives of the Administrator, prescribes the requirements for designating private individuals to act as representatives of the Administrator; [14 CFR Part 183.53\(9\)](#) requires the provision of training for Designees.
- *Designee Authority to Act on Behalf of FAA Administrator:* [14 CFR Part 61](#), Certification: Pilots, Flight Instructors, Ground Instructors, and [14 CFR Part 142](#) Training Centers, provides for individuals authorized by the Administrator to conduct functions for the initial competency validation and continued qualification.

DRS is the official system of records for account and course completion information that it exchanges with Blackboard. DRS exchanges the Designee name, email address and phone number, and course completion status with Blackboard, which is consistent with the purposes for which it is collected.

Purpose Specification for Collection and Use of FAA Employee/Contractor PII

The following legal authorities authorize the FAA’s maintenance of FAA employee/contractor PII in Blackboard:

- Training information for FAA employees/contractors is collected and maintained under the provisions of the [Government Employee Training Act \(GETA\)](#), as [codified in 5 USC §§ 4101-4118](#) which requires Agencies to provide opportunities for training.



- [Executive Order 11348, as amended by Executive Order 12107, Part 3 Sections 301 and 302](#), provides general authority for the provision of training, and therefore, in carrying out this requirement, authorizes the collection of Federal employee and contractor training information.

eLMS is the official system of records for FAA employee and contractor training information that it exchanges with Blackboard. eLMS exchanges the FAA employee and contractor name and FAA email address with Blackboard, which is consistent with the purposes for which it is collected.

The FAA does not use the PII for any other purposes.

Purpose Specification for the Collection and Use of STEM AVSED PII

The following legal authorities authorize FAA’s collection of ADC student name, email address, grade, parent name, parent signature, parent email, and completion status to facilitate the ADC:

- [2018 FAA Reauthorization Act, Title VI, Public Law 115-254](#), which requires the FAA to make outreach efforts to elementary and secondary students who are interested in careers in science, technology, engineering, art and mathematics.
- [Public Law 94-353](#)
- [National and Community Service Act of 1990, 49 U.S.C. § 12501](#), Partnerships with Schools, which requires the Agency “design and implement a comprehensive strategy to involve employees of such agencies and departments in partnerships.”

The FAA collects information from STEM AVSED students for the purpose of allowing students, parents, teachers, and other similar educators to register students for contests such as the ADC that are hosted or organized by the FAA, and to document participation and completion of FAA outreach events and contests, and to obtain verifiable parental consent in compliance with COPPA.

Data Minimization & Retention

DOT should collect, use, and retain only PII that is relevant and necessary for the specified purpose for which it was originally collected.

FAA personnel collects the minimum amount of information from individuals to facilitate online training programs. Records for the primary purpose of the system are maintained and deleted in accordance with following National Archives and Record Administration (NARA) approved General Retention Schedules (GRS):



- Non-FAA employee (Designee) training records are temporary. The FAA destroys these records when they are 3 years old.⁸
- FAA employee and contractor training records are temporary and are destroyed when new superseding records are created, or when 3 years old, or 1 year after leaving employment with the FAA, whichever comes first. The FAA may keep records longer if required for business use.⁹

NOTE: The FAA submitted a new records retention and disposition schedule to cover the STEM AVSED course completion information and anonymous demographic information records collected and maintained in Genius, on behalf of the FAA. These records will be retained indefinitely until NARA approves the records retention schedule.

Use Limitation

DOT shall limit the scope of its PII use to ensure that the Department does not use PII in any manner that is not specified in notices, incompatible with the specified purposes for which the information was collected, or for any purpose not otherwise permitted by law.

The FAA uses and discloses information in accordance with applicable notices, or in accordance with statutory Privacy Act exceptions, if applicable, as detailed below.

Designee Users

Blackboard limits the amount of PII collected and maintained in Blackboard to only what is needed to manage, oversee, and document training provided to Designees.

FAA Employee and Contractor Users

The FAA/DOT limits the PII collected in Blackboard for the purpose of providing the required training to DOT employees and contractors.

STEM AVSED Users

Additionally, the minimum required PII is collected about K-12 students and their parents/guardians for the purpose of obtaining verifiable parental consent (VPC), which is required under COPPA for collection of information from children under 13. VPC must be obtained prior to students' participation in online training programs in Blackboard. In these instances, PII may be sent to KWS; however, KWS does not use the PII for any other

⁸ [NARA GRS 2.6, Employee Training Records, approved April 2020, Item 10.](#)

⁹ [NARA GRS 2.6, Employee Training Records, approved April 2020, Item 30.](#)



purpose. All information is collected and maintained as detailed in [SORN DOT/FAA 855, Science, Technology, Engineering, and Math \(STEM\) Aviation and Space Education Outreach Program, 87 FR 73066 \(November 28, 2022\)](#). In addition to other disclosures generally permitted under 5 U.S.C. §552(a)(b) of the Privacy Act, all or a portion of the records or information contained in the system may be disclosed outside DOT as a routine use pursuant to 5 U.S.C § 552a(b)(3) as follows:

- The FAA shares the parent or legal guardian’s email address, student grade category (kindergarten through 6th or 7th through 12th), and country where the student lives with any vendor performing VPC. This information is only used to identify, verify, and obtain consent of the parent or legal guardian for their child to participate in an educational program. If the parent or guardian opt out of using the third-party vendor for this process, the FAA will not disclose their information to the third-party vendor;
- To other individuals or organizations, including Federal, State, or local agencies, and nonprofit, educational, or private entities, who are participating in FAA STEM programs as necessary for the purpose of assisting FAA in the efficient administration of its program;
- To educational institutions or training providers as evidence of participation or successful completion, as needed to continue education; and
- In the event that a system of records maintained by DOT to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

The Department has also published 15 additional routine uses that apply to all DOT Privacy Act systems of records, including this system. These routine uses are published in the Federal Register at [75 FR 82132, December 29, 2010](#), and [77 FR 42796, July 20, 2012](#), under "Prefatory Statement of General Routine Uses."



Data Quality and Integrity

In accordance with Section 552a(e)(2) of the Privacy Act of 1974, DOT should ensure that any PII collected and maintained by the organization is accurate, relevant, timely, and complete for the purpose for which it is to be used, as specified in the Department's public notice(s).

Blackboard collects, uses, and retains data that is relevant and necessary for the purpose for which it was collected.

Designees

Designees are responsible for ensuring the accuracy of their information when they manually create their DRS profile, which shares the user's name, email address, and phone number with Blackboard. The user can review their profile information as entered for accuracy at that time. Information in Blackboard is updated every 15 minutes from DRS. When an online learner makes a correction in DRS, the change is reflected in Blackboard at the next 15-minute interval. Automating the data exchange between DRS and Blackboard ensures data integrity by avoiding human error.

FAA Employees/Contractors

FAA employees Blackboard user account information is created from a data exchange with the eLMS. FAA contractors' user account is created from a data exchange with the FAA's MyProfile system. Both systems share the user's email address and name with Blackboard. Information from eLMS is updated every three hours. When user information is updated in eLMS, the change will be reflected in Blackboard at the next three-hour interval. The automated exchange between eLMS and Blackboard and MyProfile and Blackboard facilitates data integrity by avoiding human error.

STEM AVSED

The ADC student's parent/guardian must first create an account in Genius and provide the student's user profile information on behalf of their child. Thus, they can review it for accuracy as they enter it into Genius and the FAA assumes the accuracy of the information in Genius because the PII is collected voluntarily and directly from the parent/guardian. If a parent/guardian makes an update in Genius, the change is reflected in Blackboard from the data exchange with Genius, which occurs automatically every 15 minutes. Automating the data exchange between Genius and Blackboard ensures data integrity by avoiding human error.

Security

DOT shall implement administrative, technical, and physical measures to protect PII collected or maintained by the Department against loss, unauthorized access, or disclosure,



as required by the Privacy Act, and to ensure that organizational planning and responses to privacy incidents comply with OMB policies and guidance.

The FAA protects PII with reasonable security safeguards against loss or unauthorized access, destruction, usage, modification, or disclosure. These safeguards incorporate standards and practices required for federal information systems under the Federal Information Security Management Act (FISMA) and are detailed in Federal Information Processing Standards (FIPS) Publication 200, Minimum Security Requirements for Federal Information and Information Systems, dated March 2006, and the National Institute of Standards and Technology Special Publication (NIST) 800-53, Revision 5, Security and Privacy Controls for Federal Information Systems and Organizations, dated September 2020 (includes updates as of Dec. 10, 2020). Blackboard undergoes the FAA's annual information systems security Certification and Accreditation (C&A) process, and its most recent C&A process reviewed the addition of the ADC student PII.

Blackboard implement administrative, technical, and physical measures to protect PII against loss, unauthorized access, or disclosure. Specifically, Blackboard takes the following steps to safeguard PII: identification and authentication, physical security, roles and permissions, and encryption. Physical security includes physical access and environmental controls for the building that houses the Blackboard servers. Blackboard manages access to information through FAA user roles. All Blackboard users must agree to the Rules of Behavior, which emphasize privacy protective practices, such as not posting PII on Blackboard, before they can access each course. Blackboard also securely transmits online learner information using encryption. The Blackboard user profile webpage, where a student accesses their account, uses an encrypted link between a student's web browser and Blackboard. Additionally, all online learner information maintained in Blackboard is encrypted.

Genius ensures that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of all information, data, documentary material, records and/or equipment is properly protected.

Accountability and Auditing

DOT shall implement effective governance controls, monitoring controls, risk management, and assessment controls to demonstrate that the Department is complying with all applicable privacy protection requirements and minimizing the privacy risk to individuals.

FAA Order 1370.121B, "FAA Information Security and Privacy Program & Policy," implements the various privacy requirements of the Privacy Act of 1974 (the Privacy Act), the E-Government Act of 2002 (Public Law 107-347), DOT privacy regulations, Office of



Management and Budget (OMB) mandates, and other applicable DOT and FAA information and information technology management procedures and guidance.

In addition to these practices, the FAA consistently implements additional policies and procedures are consistently applied, especially as they relate to the access, protection, retention, and destruction of PII. Federal employees/contractors who work with Blackboard are given clear guidance about their duties as related to collecting, using, and processing privacy data. Guidance is provided in mandatory annual security and privacy awareness training, as well as FAA Order 1370.121B, “*FAA Information Security and Privacy Program & Policy*,” The FAA conducts periodic privacy compliance reviews of Blackboard as related to the requirements of OMB Circular A-130, “*Managing Information as a Strategic Resource*.”

DOT implements effective governance controls, monitoring controls, risk management, and assessment controls to demonstrate that the Department is complying with all applicable privacy protection requirements and minimizing the privacy risk to individuals. FAA Order 1370.121B implements the various privacy requirements of the Privacy Act, the E-Government Act of 2002 (Public Law 107-347), DOT privacy regulations, OMB mandates, and other applicable DOT and FAA information and information technology management procedures and guidance.

Responsible Official

Carlos Garcia
Division Manager, AHR/AHA-500

Prepared by: Barbara Stance, FAA Chief Privacy Officer

Approval and Signature

Karyn Gorman
Chief Privacy Officer
Office of the Chief Information Officer