

CORPORATION-20

SYSTEM NAME:

Join Senior Service Now Web-based Recruiting System (JASON).

SYSTEM LOCATION:

Electronic records may be maintained by either the National Senior Service Corps (Senior Corps) or a Corporation contractor.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Prospective senior volunteers who voluntarily elect to use the JASON system to seek placement with organizations seeking the services of senior volunteers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Registration Data, Volunteer Interest Profile, Volunteer-Seeking Organization or Project Data Organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Domestic Volunteer Service Act of 1973, as amended.

PURPOSE(S):

To match prospective senior volunteers who voluntarily elect to use the JASON system to seek placement with organizations seeking the services of senior volunteers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See General Routine Uses Contained in Preliminary Statement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

See General Routine Uses contained in Preliminary Statement. Information is collected electronically and stored on computers.

RETRIEVABILITY:

Information stored by an individual is retrievable by user name and password that provides access to the data he or she provided to the system.

SAFEGUARDS:

Electronic records are protected by the use of passwords.

RETENTION AND DISPOSAL:

Records will be retained indefinitely to permit longitudinal analyses, but archived periodically and stored in a secure location.

SYSTEM MANAGER(S) AND ADDRESS:

Senior Program Officer, Technical Assistance and Project Information Systems, National Senior Service Corps, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC 20525.

NOTIFICATION PROCEDURE:

To determine whether there is a record in the system about an individual, that individual should submit a request, in writing, to the system manager giving their full name, and user ID used to access JASON.

RECORD ACCESS PROCEDURE:

See Notification procedures.

CONTESTING RECORD PROCEDURE:

Anyone desiring to contest or amend information in this system should write to the system manager and set forth the basis for which the record is believed to be incomplete or incorrect.

RECORD SOURCE CATEGORIES:

Data in this system is obtained from individual seniors seeking to opportunities to volunteer their services and from organizations with projects who are seeking senior volunteers. Furnishing of information to the system is voluntary.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.