

Privacy Impact Assessment
National Museum of Natural History
Academic Program Appointment Request Form

I. System Identification

1. System Name: NMNH Academic Programs
2. System Owner: Mary Sangrey, Head, NMNH Office of Academic Services
3. Office of System Owner: Office of the Associate Director for Research & Collections
4. System Security Officer: Dennis Hasch / Mike Giliotti
5. PIA Author: Mary Sangrey
6. Approving Official: Hans Sues
7. Date: May 2009
8. Brief (one paragraph) description of the system:

The application form supports the application process at Smithsonian's National Museum of Natural History by gathering critical information from individuals seeking to serve an academic appointment with the Museum. Individuals interested in applying for an academic appointment copy the application from on-line resources, complete the form, and then e-mail, mail, fax or express mail the completed form back to the Museum. The information is used to assess the applicants' suitability for placement in an academic appointment.

II. Privacy Assessment

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

The Office collects information from individuals applying for an academic appointment including from students and researchers. The following confidential information is generally collected: applicant/nominee name, address, phone, email, education and work experience history and skills. Although not necessarily required, transcripts and/or resume/CV submitted by the applicant/nominee may contain Social Security Number or foreign equivalent and/or date of birth. Documents are managed as paper files, not stored in an on-line electronic format. Electronic documents submitted as an e-mail attachment are saved on a personal workstation behind the Smithsonian firewall. The original email messages are deleted from the email system and they do not remain part of a network system or on-line access. These data collected are considered one time use and therefore are not maintained as current beyond the original use.

2. Why the information is being collected.

Educational history information, past employment, and references are needed to establish a profile of the applicant/nominee so as to determine their suitability and appropriate placement in an academic appointment and to assess one candidate's qualifications compared to another. Contact information is used to communicate with the applicant/nominee their status of admission.

Some appointments qualify for funded positions and therefore some sensitive information is required so as to complete necessary documents to ensure financial award; however, this process is managed by other offices and relevant sensitive information is submitted directly to, and is maintained by, these offices.

3. The intended use of the information.

Use of personal privacy-related information submitted by applicants/nominees is generally limited to: admission application review and decision; generating documents to initiate financial award and tracking for taxation purposes; initiating the request for Smithsonian required background investigation, where necessary; and producing statistics related to applicants/nominees. The retrieval method for information is generally through review of printed reports. In some cases specific data elements such as name, affiliated institution, research specialties, appointment tenure, sponsoring Smithsonian staff, appointment type, and sometimes mailing address are transcribed into data management systems on a local computer so as to produce specific reports and/or element counts.

4. With whom the information will be shared.

Full access to the paper information files (including sensitive data), is restricted to Office manager. Specific subsets are made available to applicant/nomination review panels and committees. In some cases specifically authorized users from NMNH units are granted limited access to specified sets. Access to information is limited to those individuals who need it to perform the duties of their job associated with the purpose the information was obtained. The files do not interface directly with any other systems either internal or external to the Smithsonian.

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

Selectees seeking to register their appointment complete a paper registration form. As part of the registration processes selectees agree to the terms and conditions of personal information collection. Information is not shared outside the Smithsonian. Individual inquiries into privacy-related information or request to update privacy-related information stored in the NMNH Office of Academic Services can be made in writing to:

Office of Academic Services
National Museum of Natural History
Smithsonian Institution
10th Street & Constitution Avenue, NW
P.O. Box 37012
NHB, MRC 106, Room 59A
Washington, DC 20013-7012

6. How the information will be secured.

The NMNH Office of Academic Services protects sensitive data from unauthorized access and/or disclosure, assures integrity of data stored in electronic form, and protects data from unauthorized alteration or modification. Paper documents are kept in locked file cabinets. Data owners and catalogers access the data through desktop workstations. The Office allows access only to

authorized users based on user profiles. Levels of access to data collected are controlled by the Office Manager based on the individual needs of the user, as determined by both their supervisor and the Office Manager. All new users must be sponsored by their Smithsonian supervisor. Access is revoked when a person leaves or changes jobs. All privacy-related information for selectees is stored as part of the records of NMNH Office of Academic Services which are retained and archived in paper form in perpetuity. Privacy-related information for applicants not selected for a position is destroyed (shredded) within one year and disposed of. Printed reports are kept behind locked doors and are shredded when no longer needed.