

**Privacy Impact Assessment
National Museum of Natural History
AnthroNotes Signup**

I. System Identification

1. IT System Name: *AnthroNotes* Signup Form
<http://anthropology.si.edu/outreach/anthronotesForm/anSignupForm.cfm>,
2. System Owner: Ann Kaupp
3. Office of System Owner: Department of Anthropology, NMNH
4. IT System Manager: Jim Kochert
5. Approving Official: J. Daniel Rogers, Chairman, Department of Anthropology
6. Date: May 2009

II. Privacy Assessment

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

The Signup *AnthroNotes* form url has been set up by NMNH Web Services Office to collect basic information from the user who requests to be the recipient of the online version of *AnthroNotes*, *A National Museum of Natural History Publication for Educators*. The Signup form requests name, address, email information, affiliation, grade level, and courses taught.

2. Why the information is being collected.

The user's name is collected to personalize the email messages. The postal address is important as a back up should the email address change and to determine where our international readers are located.

3. The intended use of the information.

The information collected is to manage and distribute *AnthroNotes* through email. This information will also allow us to query the user (mostly educators) through simple surveys about teacher needs and topical interests in anthropology. It will also allow us to inform about educational opportunities at the Smithsonian.

4. With whom the information will be shared.

The Anthropology Outreach Office has sole use of this information for distribution of AnthroNotes. The information may potentially be shared by the NMNH Office of Education. The information will not be shared, sold, or rented to third parties for promotional use.

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

Information collected is obtained from voluntary users of the online system. Links are provided to the Smithsonian Privacy Policy page.

6. How the information will be secured.

Information collected on the web form is sent to the responsible program manager via email but is subsequently deleted from the email system. This information is rekeyed into a database and is managed locally. The data is accessible only by staff/interns/research collaborators within the program in the Anthropology Outreach Office. The *AnthroNotes* mailing list is maintained by the Anthropology Outreach Office on Smithsonian password-protected computers.