

Privacy Impact Assessment
National Museum of Natural History
Archives Visitor Registration Request Forms

I. System Identification

1. IT System Name: **Voom voom.si.edu Robert Leopold Home Page**
2. IT System Sponsor: Robert Leopold, Archives Manager;
3. System Sponsor Unit: Anthropology Department, NMNH
4. IT System Manager: Robert Leopold
5. PIA Author: Robert Leopold
6. SI Unit Director or Designee: J. Daniel Rogers, Chair, Department of Anthropology
7. Date: September 25, 2008
8. Brief (one paragraph) description of the system:

Research visitors to the National Anthropological Archives and Human Studies Film Archives request appointments by completing an online form.

II. Privacy Assessment

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

Researchers who wish to request an appointment to visit the National Anthropological Archive and Human Studies Film Archives must complete an online form that captures their name, title, affiliation, street address, city, state, zip code, country, work phone, home phone, email address, the purpose of their visit, the collections they wish to view, their arrival date, their departure date, and the name of the archival repository they wish to visit. Visitors may also use the form to indicate whether they wish to add their name to a list for the purpose of receiving a quarterly newsletter from the archives. The form itself may be viewed here: http://voom.si.edu/anthro/archives_request.htm

2. Why the information is being collected.

The visitor provides the information in order to request an appointment to visit the archives.

3. The intended use of the information.

Archives management retains this information to provide a historical record of researchers who have accessed its collections. Archives management also uses this data

in aggregate form (i.e., without personally identifiable information) for the purpose of compiling annual reports on collection usage. If the researcher who completes the form has indicated that he or she would like to receive our email newsletter, then the researcher's email address is added to the email distribution list.

4. With whom the information will be shared.

The information is shared with the archives' staff. Information in aggregate form is shared with the Smithsonian's National Collections Program.

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

The form is mandatory for all researchers who wish to make an appointment to visit the archives.

6. How the information will be secured.

The Department of Anthropology protects sensitive data from unauthorized access and/or disclosure, assures the integrity of data stored in electronic form, and protects data from unauthorized alteration or modification. The visitor database is controlled with respect to access, authority to modify, and ability to operate it.

The visitor database requires users to authenticate their identity through the entry of a user ID and password. The system allows access only to authorized users. Levels of access to the visitor database are controlled by the system administrator based on the individual needs of the user. Access is revoked promptly when a person leaves or changes jobs.

The visitor database operates on a server that is behind the SI firewall, which does not allow any access from the Internet. Client software is required in order to access the system. The visitor database is stored on the Web Server. The server is physically protected in a secure facility where access is limited to authorized personnel. The system has anti-virus protection that is updated on a daily basis. System logs are reviewed frequently to check for anomalies such as hacking attempts. All privacy-related information stored in the visitor database is retained in perpetuity because it demonstrates researcher use of particular Smithsonian collections.