

**Privacy Impact Assessment
National Museum of Natural History
Botanical Symposium Registration**

I. System Identification

1. System Name: Smithsonian Botanical Symposium Registration
2. System Owner: Warren Wagner, Chair, Department of Botany
3. Office of System Owner: NMNH Department of Botany
4. Application Owner: Ellen Farr
5. PIA Author: Ellen Farr, Department of Botany
6. Approving Official: Warren Wagner, Chair, Department of Botany
7. Date: May 2009
8. Brief (one paragraph) description of the system:

Smithsonian Botanical Symposium attendees register online for the annual Symposium. Information collected includes name and contact information (e-mail, mailing address). For the purpose of calculating fees the registrant is asked whether they are a student, and whether they work for the Smithsonian. Registrants are also asked whether they plan to attend the banquet and if so, whether they need a vegetarian meal. The Symposium registration Web page is online for about 4 months each year (usually December through April).

II. Privacy Assessment

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

Name, contact information; e-mail address, mailing address, phone/fax, whether they need vegetarian meals, whether they are a student or a Smithsonian employee (for the purpose of calculating fees). Information is entered in directly by the user.

2. Why the information is being collected.

To facilitate the administration of the Symposium. No sensitive elements are being collected.

3. The intended use of the information.

Symposium Registration: Data collected are stored in a database for the purpose of printing receipts, badges, sending e-mail messages advising of program updates, and confirming receipt of registration fees. Reports (badge printing, roster for registration desk, etc.) are printed using desktop software (MS Access) with ODBC connectivity to the SQL Server database or using Web-based administrative tools that are only available inside the firewall and are accessed only by the symposium organizers using a password.

4. With whom the information will be shared.

The data are not shared for any use other than the purposes of the symposium.

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

The Smithsonian Privacy notice link is displayed on the registration forms. As part of the registration process, the registrant receives an e-mail message that lists the values they entered on the registration form. If they need to make a correction, they send a message to the symposium e-mail account.

6. How the information will be secured.

The Symposium registration form uses SSL. The Symposium data tables are stored in a Smithsonian database. Web users do not have any direct access to the database. The symposium registration records in the database are deleted after the symposium has taken place. Names and e-mail addresses of attendees new to the symposium are added to the roster of attendees from the previous symposia to be used to inform previous attendees of the next year's topic. The collective list of past attendees email addresses is retained in a 'Botany' database which is restricted to SI staff.