

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

**I. System Identification**

1. System Name: Botanical Symposium Tour 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:

If tours are held in conjunction with the Smithsonian Botanical Symposium, attendees are asked to pre-register online to reserve space. The tour 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, e-mail address (entered directly by the user of the system)

**2. Why the information is being collected.**

To enable the Symposium organizers to send a confirmation message to the registrant and to build rosters for the tours. There are no sensitive elements.

**2. The intended use of the information.**

Data collected are stored in a SQL Server database for the purpose of confirming registration, notifying participants of scheduled changes and printing rosters for tour leaders.

**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. Only name and e-mail addresses are being collected. For the tour registration process, the registrant receives an e-mail message that lists the

information they entered on the tour 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 tours registration form uses SSL. The Symposium data tables are stored in a database at the Smithsonian. Web users have no direct access to the database. The tour registration records are deleted immediately after the symposium has taken place.

Symposium organizers can print a copy of the roster from an administrative menu using their Web Interface. The roster lets the tour leaders know who is expected for the tour. The table data for tours are only accessed directly by SI staff with explicit access control permissions.