

Privacy Impact Assessment
National Museum of Natural History
Botany - Biological Diversity of the Guiana Shield

I. System Identification

1. System Name: Biological Diversity of the Guiana Shield (BDG)
2. System Owner: Vicki Funk, Curator of Botany
3. Office of System Owner: NMNH Dept. of Botany
4. System Manager: Ellen Farr
5. PIA Author: Ellen Farr
6. Approving Official: Warren Wagner, Chair, Department of Botany
7. Date: May 2009
8. Brief (one paragraph) description of the system:

The 'Contact Us' form is the user interface for a CFMail application that will send an e-mail message with comments to the presentation owners about the georeferencing pages on the Web presentation for the Biological Diversity of the Guiana Shield. The message recipient's names are filled by the application internally and the user cannot add additional recipients.

II. Privacy Assessment

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

Name, e-mail address, and institutional affiliation.

2. Why the information is being collected.

Information is collected to identify the person submitting a comment and to enable the system staff to reply to the message if needed. No sensitive information is collected.

3. The intended use of the information.

Comments will be read and responded to as needed by the content owners. The e-mail address is used if a response is sent. None of the data are retained after the message has been sent.

4. With whom the information will be shared.

Data are not retained and not shared.

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 page with the comment form. No sensitive data are collected. Since data are not retained, the capability for correcting information is not applicable.

6. How the information will be secured.

Not Applicable.