

**Privacy Impact Assessment  
National Museum of Natural History  
Botany Plant Image Request**

**I. System Identification**

1. System Name: Plant Image Collection
2. System Owner: Rusty Russell, Department of Botany
3. Office of System Owner: NMNH Department of Botany
4. Application 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 Plant Image Collection has over 30,000 images of plants. Users are allowed to accumulate a “wish list” by flagging images they are interested in. Users can send their wish list to the system owner and request larger versions of the image files for other uses. A Web form collects the user’s name, e-mail address, and a message where the user describes their purpose in requesting the image. The application adds the ‘wish list’ information to the e-mail message from a session variable that disappears once the browser is closed. The e-mail message is sent to the system owner using ‘CFMail’. The data entered on the form are not retained once the message has been sent. Any further correspondence regarding the request for images is handled outside of the system (direct contact or use of the institutional e-mail system).

**II. Privacy Assessment**

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

Name and e-mail address.

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

To identify the person submitting the request for images. To enable system staff to respond to the message. The information is not retained.

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

The owner of the system will respond to the request for images. Name and e-mail address are necessary to respond to the request. Distribution of images is handled outside of the system (by CD, FTP site or e-mail as appropriate). Since data are not stored, no queries or reports are possible.

**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.