

Privacy Impact Assessment
National Museum of Natural History
Education Discovery Room Registration

I. System Identification

1. System Name: Discovery Room Registration
2. System Owner: Amy Bolton, Manager, Discovery Room
3. Office of System Owner: Education and Outreach / Public Programs
4. Application Owner: Jim Kochert
5. PIA Author: Amy Bolton
6. Approving Official: Bill Watson
7. Date: May 2009
8. Brief (one paragraph) description of the system:

The Discovery Room registration request is used by participants of the Educational and Outreach school programs to register for a program. A registration request is submitted online, reviewed and responded to by a staff member.

II. Privacy Assessment

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

The system collects names, addresses, email addresses, and phone numbers. Data are entered onto a web form by the subject. The data are sent to an SI email account via a web form.

2. Why the information is being collected.

The information is collected as a means to communicate with the registrant. Documents are sent to the address submitted, confirmation emails are sent to the email address submitted, and phone numbers are used for communication before the field trip as well as on the day of the field trip.

3. The intended use of the information.

The data are used to fill a registration and communicate with the registrant. Data submitted via the web form are sent to an SI email account. A NMNH staff person transfers the data to an excel spreadsheet. The spreadsheet is stored on a secure server or posted in the school programs storage area accessible only to Discovery Room staff or volunteers.

4. With whom the information will be shared.

Data are used by staff who manage the registration administration, Discovery Room management and a contractor teacher who teaches the classes and communicates with the registrants. Only those who need to administer the registration system, communicate with the registrants, manage the Discovery Room, or volunteer for the program has access to the data.

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

Data collected are required on the form. It cannot be submitted without entering the data. It is not shared outside the SI.

6. How the information will be secured.

Data are collected in an SI email account accessible only by approved staff or contractors associated with the school programs. Data are stored in a spreadsheet on a secure server accessible only by approved staff or contractors. Data are displayed in a non-public area accessible by Discovery Room staff, contractors or volunteers. Data are saved for three years. Emails are deleted after the school year ends.