

Privacy Impact Assessment
National Museum of Natural History
Paleobiology Training Program

I. System Identification

1. System Name: Smithsonian Paleobiology Training Program
2. System Owner: Thomas Jorstad, NMNH Museum Specialist
3. Office of System Owner: Department of Paleobiology
4. Application Owner: Jim Kochert
5. PIA Author: Thomas Jorstad
6. Approving Official: Conrad Labandeira
7. Date: May 2009
8. Brief (one paragraph) description of the system:

The Smithsonian Paleobiology Training Program (PTP) is a department wide collaboration created to provide additional training and educational opportunities for the interested public. The program is designed with a traditional educational format using lectures, readings, laboratories and field trips to expose students to the fundamentals of Geology and Paleontology. The program usually begins in March and continues into July and meets once a week in the Natural History Museum. The PTP description is read by the general public on the SI Web site.

II. Privacy Assessment

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

The system will collect application information for a Departmental educational program offered to students, general public and the currently employed and retired local community to provide additional educational opportunities in the areas of Earth Sciences.

The following information will be collected and stored in the PTP database: Full applicant name, mailing address, telephone, email address, emergency contact information (name, relationship and telephone). No Social Security or credit card information is collected in the Application and Registration process.

The accuracy of the information is dependent on the applicants input. Incomplete applications are reviewed by the PTP Coordinator where the applicant is contacted again and informed that additional information is required before the application can be formally submitted.

2. Why the information is being collected.

Contact information is used to communicate with the potential applicant prior to approval and acceptance into the PTP program. The collected information is used to access and evaluate the suitability of the applicant to the PTP program. Historical applicant information is maintained for future potential volunteer and/or docent activities. No additional sociological or statistical analyses are researched.

3. The intended use of the information.

Use of personal privacy-related information contained within the PTP database is limited to the registration and application review and decision making process. The information contained in the system is retrieved by the PTP coordinator both on-line and in a printed database.

4. With whom the information will be shared.

Full access to the information stored in the PTP database is restricted to the PTP Coordinator and limited access is provided to the Chairman of the Paleobiology Department. Only the PTP Coordinator has full access to the database. Only during the application submission process will student data be shared with the Department Chairman. There is no sharing of the database with any other internal or external group in the Smithsonian.

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

The PTP program is designed to provide additional Continuing Educational resources in the fields of Geology and Paleontology. Only baseline educational, residence information and general interest information is collected from the applicants. Submitted information is used to provide data to assess potential usefulness, relevance, success and compatibility of the students within the PTP program. The brief application process is a broad way to initially discern the applicant's interests and educational background. For the final training session, students are provided information on volunteering and docent opportunities within the Museum and more specifically, in the Department of Paleobiology.

6. How the information will be secured.

The submitted application data is provided to the PTP coordinator in an email and is not stored in any form on a server. This information may later be entered into, and stored in, a Word document and printed on a desktop computer available only to the PTP Coordinator. A backup copy is stored on external media. Levels of access to the PTP data is controlled by the system administrator based on the needs of the department, as determined by their supervisor and system administrator. The Smithsonian Desktop computers support anti-virus software. Printed database reports are kept behind a locked door and shredded when no longer needed.