

**Privacy Impact Assessment  
Archives of American Art  
Collections Information System (AAACIS),  
Public Website and Survey Software**

## **I. System Identification**

1. **System Name:** Archives of American Art (AAA) Collection Information System (CIS), Public Website and Survey Software
2. **System Owner:** Karen Weiss, AAA Information Resource Manager
3. **Office of System Owner:** Archives of American Art
4. **PIA Author:** Karen Weiss
5. **Unit Director or Designee:** John W. Smith, Director AAA
6. **Date:** November 10, 2010
7. **Brief (one paragraph) description of the system:**

The Archives of American Art's public website is inextricably bound with delivery of information that is stored in the AAA Collections Information System (AAACIS). The AAACIS is an archival collection management and database system that handles the major functions of AAA's collections stewardship and access, including functionality in support of acquisitions and accessioning; reference inquiries; archival processing; survey assessment; digitization; inventory; loans of collections, interlibrary loan of microfilm and exhibitions. The AAACIS provides the underlying data and workflows for AAA's digitization activities and access to collections. The AAA's public website is: <http://www.aaa.si.edu>

## **II. Privacy Assessment**

### **1. What information is being collected:**

Information relating to a Privacy Assessment can be broken down into four main categories:

- **Feedback and Reference forms:** For members of the public who ask research questions, request a reproduction or permission to publish an image, or make a manuscript reading room appointment, Web Form at <http://www.aaa.si.edu/askus> is used to collect First and Last Name, Addresses, email, phone number, Fax number, and Occupation. Librarians who make an Interlibrary Loan request enter their names, the requesting patron's name, library name and address, phone number, fax, and email using a form at <http://www.aaa.si.edu/interlibraryloan/>. Visitors who wish to report website feedback or issues to the webmaster can enter their name and email address as well as comments at <http://www.aaa.si.edu/feedback.cfm>
- For donors of collections, the Accessioning documentation entered into the internal CIS Web interface collects donor's First and Last Name, Addresses, email, phone number.

- The AAACIS supports access to AAA's collections, and standard cataloging practice requires recording artists' life dates, gender, increasingly to digitized surrogates of historical archival papers of artists, dealers, critics and curators, comprising thousands of letters, photographs, diaries, sketches, writings, rare published materials, and other documents which can include personal information pertinent to the collections including artist names, photographs, oral history / audio interviews, address, gender, birth and death dates, and biographical data including information on the artist's family and friends. Artifacts can include letters, professional correspondence, diaries or journals, sketchbooks and studies, photographs, slides, film of the artist's works, as well as studio information, lectures, articles, scrapbooks, clippings, exhibition catalogs, announcements, teaching material, research files, and financial papers.
- Smithsonian-wide Web user survey administered by ForeSee results collects online visitor satisfaction data and some limited demographic information such as age range and profession. While most surveys participants remain anonymous, they have to option to "opt in" for sharing their names and email addresses for follow up regarding Smithsonian websites.

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

For members of the public, the AAA staff use their supplied contact information in order to respond to requests concerning reference inquiries, publications, exhibitions, reports, and lectures.

For donors of collections, the information is used to satisfy documentation procedures and best practice.

Artist information is collected to support research in the study of American art and artists. The AAACIS is used to help manage information about the artists and collections which then supports AAA exhibitions, programs, and publications; and digital access to the collections by specialist and general users. Artist information can then be shared on the public web site.

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

Information from the public is used to respond to research inquiries, requests for use of the collections, fix reported Website errors or issues, fulfill requests to borrow materials for loans, and to respond to National Collecting Program (NCP) Reporting Requirements on geographic distribution of requestors.

Donor contact information is used to support best practices for collection management, to send acknowledgement of donations, and subsequent correspondence.

The AAACIS supports scholarship on the history of art in America through collecting, preserving, and making available for study the documentation of this country's artistic legacy, and supplies required statistics for reporting progress in Smithsonian's Strategic Plan in the areas of access, digitization, and stewardship.

**4. With whom the information will be shared.**

AAA staff members who have been approved by their Smithsonian unit data manager and supervisor can directly access the AAACIS.

No contact information from a member of the public who requests an AAA service is ever made public. Contact information from the public or donors may be shared with the AAA membership group.

Artist and selected digitized collection information from the AAACIS is made available to the public on the AAA's public website. <http://www.aaa.si.edu/>

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

Contact information from members of the public is collected from the patron themselves when they request reference support, loans, or other inquiries. If contact information needs to be corrected please notify:

Archives of American Art  
Smithsonian Institution  
P.O. Box 37012  
MRC: 937  
Washington, DC 20013-7012  
Email: <http://www.aaa.si.edu/askus>  
Phone: 202-633-7950

**6. How the information will be secured.**

The AAACIS system operates within the Smithsonian's internal network and is protected by Smithsonian firewalls and other internal security controls. All AAACIS Users must be identified and authenticated before authorized access is provided. The AAACIS server is located in a protected computer room, where physical access is limited to authorized personnel.

The operating system and CIS software is kept current with patches and updates. System logs are regularly reviewed to check for unusual activities. All backups are retained for a limited time period and kept off-site in a secure facility with limited, controlled access.

Data collected and stored by the ForeSee Results web survey is secured per SI's contract with that vendor. It is only available to selected SI employees who have been granted a username and login.