

Privacy Impact Assessment (PIA) NMAH Collections Information System

I. System Identification

1. **IT System Name:** MIMSY XG Collections Information System (CIS)
2. **IT System Sponsor:** National Museum of American History
3. **System Sponsor Unit:** National Museum of American History
4. **IT System Manager:** Raelene Worthington and Lan Fan
5. **PIA Author:** Raelene Worthington and Rick Luhrs
6. **SI Unit Director or Designee:** Brent Glass
7. **Date:** June 21, 2010
8. **Brief (one paragraph) description of the system:**

The National Museum of American History (NMAH) Collection Information System (CIS) uses the MIMSY XG database to collect and store information and digital media pertaining to the objects in the collections. This includes the intellectual significance, physical characteristics, and status of collection items, and all ongoing collections management transactions and processes. It supports collections-related activities including research, exhibition, web site support, scholarly publishing, educational programming, and stewardship work. The CIS facilitates management of the collection.

II. Privacy Assessment

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

The NMAH CIS collects information about artifacts, individuals and organizations that have a specific association to a NMAH collection items as well as general museum business of lending and borrowing objects. Information may include address, phone number, email address, birth and death dates, gender and biographical information where appropriate. Information is acquired through formalized museum processes such as the acquisition of new collection items, exhibit development, and preparation of incoming or outgoing loans, internal and external research, and scholarly consultation.

NMAH maintains information about individuals who have a relationship with objects collected by the museum. This relationship can be that of a donor, a lender to or borrower from the collection, etc.

Information about donors, lenders or borrowers is usually obtained from correspondence with the individuals involved. Historical and intellectual information may be extracted from other sources such as archives. NMAH obtains current contact information from individuals with whom there is an ongoing transaction such as a loan, copyright restriction, and for ongoing research correspondence.

2. Why the information is being collected.

- 1) To record source information for objects held by NMAH and to document the historical, artistic, and scientific importance and context of the object. This information establishes legal title for collections objects in NMAH.
- 2) Historically relevant biographical information is maintained for research purposes.
- 3) Contact information is maintained for on-going collection relevant transactions with the museum and for ongoing research activities.

3. The intended use of the information.

Use of personal privacy-related information collected by the NMAH is limited to:

a) listing of donors for the SI Annals ; b) contacting donors, lenders and borrowers.; c) recording biographical information for educational and research use; and d) storing contact information for institutions and individuals engaged in ongoing transactions with the museum such as lending or borrowing NMAH collections. No printed reports are distributed.

4. With whom the information will be shared.

The NMAH CIS is accessible over the SI network which is controlled by OCIO in accordance with SI IT policy. Access to the NMAH CIS is limited to museum personnel who need it to perform the duties of their job, and must be approved by their supervisor and the XG administrator. Additional controls are exercised through the museum's management system and specifically through supervisory oversight and guidance in the context of work assignments. Access is revoked when users leave the museum. If a user changes jobs within the museum, their access privileges are reviewed and modified or deleted.

The public does not have access to the NMAH CIS database. Carefully selected objects with predetermined data fields are available on the NMAH website. Restricted personal information is not displayed.

Currently, there are no interfaces with other systems, either internal or external to 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.

At the time of donation or lending, individuals have the opportunity to specify that they wish to remain anonymous and/or that access to certain personal information is to be restricted.

Individual inquiries into NMAH privacy-related information can be made to:

Collection Documentation Services
National Museum of American History
MRC 606 PO Box 27012
Washington, DC 20013-7012

6. How the information will be secured.

NMAH CIS protects sensitive data from unauthorized access and/or disclosure, assures integrity of data stored in electronic form, and protects data from unauthorized alteration or modification. MIMSY XG is controlled with respect to access and authority to modify. Museum researchers, curators, registrars, managers, and other museum personnel access the system through desktop workstations. All users must be sponsored by their supervisor. Users must read and sign the XG User Agreement signifying their acceptance of the stated security, confidentiality, and privacy regulations. MIMSY XG requires users to authenticate their identity through the entry of a user ID and password. Levels of access are assigned to each individual user according to duty needs (query, curatorial, registration, etc.). Access to MIMSY XG is controlled by the MIMSY XG administrator based on the individual needs of users, as determined by both their supervisor and the MIMSY XG administrator. Access is revoked when users leaves museum. If a user changes jobs within the museum, their access privileges are reviewed and modified or deleted as appropriate.

NMAH CIS is a major SI system and as such has complete life cycle documentation, including a Security Plan, Risk Analysis, and Disaster Recovery Plan. The system has anti-virus protection that is updated on a daily basis. The CIS operates behind firewalls and does not allow any access from the public on the Internet. The server is physically protected in a secure computer room, where access is limited to authorized personnel. Server logs are captured real-time by audit-logging software, analyzed for anomalies. All backups are retained for a limited time period and kept off-site in a secure facility with limited, controlled access.

The system is authorized for operation by the Director of the National Museum of American History and the Smithsonian's Chief Information Officer