

# Privacy Impact Assessment (PIA)

## I. System Identification

1. IT System Name: NPM Public Program Volunteer Contact List
2. IT System Sponsor: Karol Allison Wickens, Director of Education, National Postal Museum
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4. System Sponsor Unit: National Postal Museum
5. IT System Manager: Marty Emery
6. PIA Author: Karol Allison Wickens
7. SI Unit Director or Designee: Allen Kane
8. Date: April 28, 2011
9. Brief (one paragraph) description of the system:  
This excel Spreadsheet contains a record of the current volunteers who work for the public program coordinator. This list of volunteers is kept current once a year.

## II. Privacy Assessment

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

For each group volunteer we collect: last name, first name, address, phone, e-mail, date of entrance interview, training attended, notes, and how they heard about the program. This information is collected from the individuals themselves. The accuracy of the information in the system is depending on the applicant at the time of their association with the museum, except for limited editing done at the time of entry.

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

The NPM Education Department manages numerous volunteers. A spreadsheet is required for the operations of the department and to organize this information.

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

We collect and retain this information to maintain accurate records of our programming efforts and to support communication with current volunteers.

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

This information is shared with members of the current permanent NPM Education Department staff only. The file resides on a server and access is controlled by the server administrator granting rights to access the folder.

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

This personal information is collected on the volunteer application form, initial contact e-mail, and sign-in form. All the information must be provided in order for an application to be considered. The start and end dates are recorded through department observation. None of the information is optional. If someone has a correction to make to the data they can contact the NPM Education Department at 2 Massachusetts Ave, NE/PO Box 37012-MRC 570/Washington, DC 20013-7012.

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

This system is stored on a server that is behind the SI firewall. The servers are physically protected in a secure computer room, where access is limited to authorized personnel. Printed reports are kept behind locked doors and are shredded when no longer needed.