

National Science Resources Center (NSRC) Curriculum Development Contract Materials Privacy Impact Assessment

I. System Identification

1. **System name:** Curriculum Development Contract Materials Database
2. **IT system sponsor:** Claudia Campbell, Senior Research Associate, and Elizabeth Klemick, STC Program Specialist, NSRC Communications and Publications Division
3. **System sponsor unit:** NSRC Communications and Publications Division
4. **IT System manager:** Claudia Campbell and Elizabeth Klemick
5. **PIA Author:** Claudia Campbell and Elizabeth Klemick
6. **SI Unit Director or Designee:** Thomas Emrick, Deputy Executive Director
7. **Date:** April 29, 2011
8. **System description:** The NSRC Communications and Publications Division maintains curriculum development contract materials including resumes, contact information, consultant rates and status, and consultant request forms. Because the NSRC is an organization under both the National Academy of Sciences and the Smithsonian Institution, contract paperwork for both organizations is maintained.

II. Privacy Assessment

1. Information collected:

The curriculum development contract information consists of data obtained from individuals themselves and may contain all or part of the following information:

- Full name
- Job title
- Department/division
- Organization/company
- Address
- Country
- Email address
- Telephone
- Fax
- Resume
- Salary history
- Social security number

2. **Why is the information being collected:** To maintain up-to-date contact information for contract writers, photo researchers, editors, and other consultants working on NSRC curriculum projects.
3. **Intended use of the information:** The information is used to hire contractors and to complete and maintain paperwork necessary to have them work for the NSRC.
4. **With whom the information will be shared:** The information contained within the contract material is shared with human resources, contract, and payroll personnel as necessary within the NSRC Finance and Administration Division, Smithsonian Institution, and National Academy of Sciences. No information is shared outside of these organizations.
5. **What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared:** Individuals are notified what their information is being used for, and that it is necessary for processing of their employment paperwork. To update contact information, individuals may contact Claudia Campbell and/or Elizabeth Klemick at:

NSRC Communications and Publications Division
901 D Street, SW, Suite 704B
Washington, DC 20024
campbellc@si.edu
klemicke@si.edu

6. **How the information will be secured:** The contract documents are kept on a password-protected pc, protected by VirusScan and within the SI firewall. Scans are run regularly and virus definitions are updated regularly.