

National Science Resources Center (NSRC) Curriculum Development Contact Spreadsheet Privacy Impact Assessment

I. System Identification

1. **System name:** Curriculum Development Contact Spreadsheet
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 Excel spreadsheets containing contact information for users of NSRC developed curriculum and field testers of materials in development.

II. Privacy Assessment

1. Information collected:

The NSRC Communications and Publications Division spreadsheet information consists of data directed from other NSRC Centers and offices or from individuals themselves upon their request, and contains the following information:

- Full name
- Job title
- Department/division
- Organization/company
- Address1
- Address2
- City
- State
- Zip
- Country
- Email address
- Telephone
- Fax

2. **Why is the information being collected:** To maintain up-to-date contact information useful for development of NSRC curriculum materials.
3. **Intended use of the information:** The contact information is used to direct questions about NSRC curriculum and its implementation and to find field testers for curriculum materials as they are being developed.
4. **With whom the information will be shared:** The spreadsheet information is shared within the NSRC as appropriate, for instance with interns and fellows who are setting up curriculum field testing sites. No information is shared outside of the NSRC.
5. **What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared:** A contact can be removed from our lists when a request is received to remove their information from our system. When group emails are sent out, an “opt-out” link is included.
6. **How the information will be secured:** The Excel spreadsheets are kept on a password-protected computers within the SI firewall. The computers are protected by VirusScan. Scans are run regularly and virus definitions are updated regularly.