

National Science Resources Center (NSRC) Home Website Privacy Impact Assessment (PIA)

I. System Identification

1. **System name:** NSRC Home Website
2. **IT system sponsor:** Thomas Emrick, NSRC Deputy Executive Director
3. **System sponsor unit:** NSRC Communications and Publications Division
4. **IT System manager:** Thomas Emrick
5. **PIA Author:** Thomas Emrick
6. **SI Unit Director or Designee:** Sally Goetz Shuler, NSRC Executive Director
7. **Date:** April 29, 2011
8. **System description:** The NSRC home website used to have an option for individuals to sign in to the Web site in order to access services such as electronic bulletin boards, and in the process provides contact information to the NSRC. This feature of the site has been disabled. The website has been removed from the UNIX box and no longer has an interface to collect information about website users. Data previously provided by website users is housed in a SQL database on the SI SQL server. This database is linked via ODBC to an Access 2003 database on a Communications and Publications Division pc.

II. Privacy Assessment

1. **Information collected**
The NSRC website users' database contains the following information:
Name
Job title
Place of work
Address, city, state, zip
School district
Subjects taught
Numbers of students taught per year
2. **Why is the information being collected:** The information that is collected by the NSRC home website database informs us about our customers and allows us to better market our products and services.

3. **Intended use of the information:** The website data is used to better understand our customers, where they are located, which of our curriculum units they use, and how many students are using our curriculum. (This information is helpful for determining teacher training and strategic planning event locations.)
4. **With whom the information will be shared:** Archived data collected from the web site is seen by no one outside of the organization. Within the NSRC, the information is seen by the Deputy Executive Director and directors of other NSRC Centers.
5. **What notice or opportunities for consent would be provided to individuals regarding what information is collected and how that information is shared:** Individuals were not required to volunteer any information in order to use the NSRC website. Individuals, who chose to provide contact information to the NSRC, have the option of limiting the information they provided. To update contact information, individuals may contact Thomas Emrick, NSRC Deputy Executive Director, at:

National Science Resources Center
Communications and Publications Division
901 D St., SW, Suite 704B
Washington, DC 20024
emrickt@si.edu

6. **How the information will be secured:** The information is stored on a password-protected computer behind the SI firewall. The machine is regularly scanned, and virus definitions are updated. Printouts of this material are marked “official use only” and are shredded when no longer needed.