

Privacy Impact Assessment Art Collection Information System (ArtCIS)

I. System Identification

1. IT System Name: ArtCIS
2. System Sponsor: Shannon Perry, ArtCIS Steering Committee Chair
3. IT System Sponsor: Deron Burba, OCIO Office of Modernization
4. IT System Manager: George Meyer, OCIO Collections Systems Manager
5. PIA Author: George Meyer
6. Date: May 2010

Brief (one paragraph) description of the system:

The ArtCIS collects and stores text and image information pertaining to art objects from ten Smithsonian Institution museums:

1. Cooper-Hewitt National Design Museum
2. Freer Gallery of Art and Arthur M. Sackler Gallery
3. Hirshhorn Museum and Sculpture Garden
4. National Museum of African Art
5. National Portrait Gallery
6. Smithsonian American Art Museum
7. National Postal Museum
8. Anacostia Community Museum
9. National Air & Space Museum
10. National Museum of African American History & Culture

The collection includes the intellectual significance, physical characteristics, and legal status of collection items, as well as ongoing collections management transactions and processes.

The Museum System (TMS) helps ArtCIS fulfill its stewardship responsibilities for the collections it holds on behalf of the American public. This responsibility to secure ArtCIS, as well as legal issues inherent in relationships with donors and vendors demands that collections fully support the Smithsonian standards for security and privacy.

ArtCIS facilitates full physical and legal control of collections as required by law;

inventories are maintained and conditions of collection objects are recorded in a uniform way.

II. Privacy Assessment

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

ArtCIS maintains information about individuals who have a relationship with objects collected by the ten (10) museums identified above. This relationship can be that of a donor; a lender to, or borrower from, the collection; a maker, such as an artist; or a related constituent. Information about donors, lenders or borrowers is usually obtained directly from correspondence with the individuals involved. Historical and intellectual information about other constituents, particularly makers, can be obtained from other sources such as the artist dictionaries and other publications, archives, and online resources. Information is limited to names, addresses (including e-mail and telephone numbers) and some biographical information, where appropriate, dates and places of birth and death may be included. ArtCIS obtains current contact information from individuals with whom there is an ongoing transaction such as a loan, or a copyright restriction, via correspondence (including both written and e-mail).

2. Why the information is being collected.

- 1) ArtCIS maintains legal documentation relating to the acquisition and ownership of collections objects. This information establishes legal title for collections objects in the ArtCIS museums' care.
- 2) Historically relevant biographical information is maintained for research purposes.
- 3) Contact information is maintained for private individuals involved in on-going collection relevant transactions with the museums.

3. The intended use of the information.

Use of personal privacy-related information collected by ArtCIS is limited to: a) recording legal transactions of objects in the collections; b) recording biographical information for educational and research use; and c) storing contact information for individuals who are engaged in ongoing transactions with the museum, such as lending or borrowing objects from the collection.

4. With whom the information will be shared.

Access to ArtCIS is restricted to appropriate museum personnel and is controlled by the systems' museum administrator(s). ArtCIS is available over the Smithsonian Institution's internal network. Access is restricted to those individuals who need it to perform the duties of their job and must be approved by their supervisors and the system administrators. Levels of access can be assigned at the field level for

each individual user according to duty needs. This access is revoked whenever any of these users leaves or changes jobs. Each of the ArtCIS museums interfaces with their respective web sites. As CIS data is approved, it is made available to the web applications.

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

The biographical and contact information that is collected in the system is obtained from ArtCIS records and publicly available sources. Individual questions or corrections for ArtCIS privacy-related information can be made in writing to:

Shannon Perry
ArtCIS Steering Committee Chair
Smithsonian American Art Museum (SAAM) Research and Scholar Center
750 9th Street NW
Washington, D.C. 20001

6. How the information will be secured.

ArtCIS 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. ArtCIS is controlled with respect to access, authority to modify, and ability to operate it. Museum researchers, curators, registrars, and managers access the system through desktop workstations. ArtCIS requires users to authenticate their identity through the entry of a user ID and password. The system allows access only to authorized users based on user profiles. Levels of access to the ArtCIS are controlled by the system administrator and the Users supervisor. Access is revoked promptly when a person leaves or changes jobs.

ArtCIS is certified and accredited using guidance contained in Federal Information Processing (FIPS) 200 and National Institute of Standards and Technology Special Publication 800-37 Guide for the Security Certification and Accreditation of Federal Information Systems. The Smithsonian's certification and accreditation program is based on a risk assessment and testing of controls commensurate with the importance and sensitivity of the system and acceptance of risk and authorization to operate by the program sponsor and the Chief Information Officer.

All privacy-related information stored on the ArtCIS is relevant to the collections or the history of the collections and is thus retained in perpetuity.