

Privacy Impact Assessment Lost and Found Property

I. System Identification

1. IT System Name: Lost and Found Property
2. IT System Sponsor: John Barnes, System Administrator. OIT
3. System Sponsor Unit: OPS
4. IT System Manager: Lawrence Chatman
5. PIA Author: Lawrence Chatman
6. SI Unit Director or Designee: JJ McLaughlin
7. Date: October 2009
8. Brief (one paragraph) description of the system:

The Smithsonian Institution Lost and Found system is a stand-alone computer which is used to document all lost property that is turned in to the Office of Protection Services Lost and Found office. The lost and found technician is responsible for properly describing all property, the date it is turned in to the office and the building in which it was found. If the property is claimed by the owner, personal information is recorded.

II. Privacy Assessment

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

The name, address and phone numbers of a visitor that has reported lost property is collected. The name, address and phone number of a visitor that has claimed property found by the SI Lost and Found Office is collected. Personal information can be obtained from credentials that are within or attached to the lost property. When found property is turned in to the Lost and Found Office and the owner of that property can be identified, their name, address and if available their phone number is entered into the computer. Sensitive information, such as social security numbers, credit card numbers, and driver's license numbers are not recorded in the lost and found system.

2. Why the information is being collected

This information is used to identify the owner(s) of lost property and to attempt to locate the owner(s) in order return the property at a later date. It is also maintained in the system in order to preserve a permanent record of all valuable lost property.

3. The intended use of the information

Information is used as a permanent record keeping log. It is retrieved by performing a query by item or name which allows the officer to readily identify the property that person is inquiring about. It is not intended for any other use other than to locate and/or record the owner(s) of lost property.

4. With whom the information will be shared

The addresses, phone numbers, type of property, etc. is maintained in a “stand alone” computer. The OPS Lost and Found computer system does not interface with any internal or external system. The only authorized person(s) having access to this system is an OPS Lost and Found officer / technician.

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

The information that is recorded is obtained from documents that accompany the lost property. Therefore, individual consent for recording the information cannot be obtained. The lost and found technician is responsible for recording this information and can be contacted at (202) 633-5612, or by mail to Lost and Found Office, Office of Protection Services, 600 Maryland Avenue, SW, Washington, D.C. 20013.

6. How the information will be secured

The information contained within the Lost and Found computer system can only be accessed by the lost and found officer / technician. The lost and found computer operates as a stand-alone system behind an SI firewall. The system is physically protected in a secure computer room, where access is limited to authorized personnel. The system maintains the latest security patches plus antivirus software.