

Privacy Impact Assessment OFEO Smithsonian Parking

I. System Identification

1. IT System Name: Smithsonian Parking System
2. System Sponsor Unit: OFEO Office of Protection Services (OPS) Parking Office
3. SI Unit Director or Designee: J.J. McLaughlin, OPS
4. System Sponsor: Harvey McEachin, Manager, OPS Parking Office
5. IT System Manager: Michelle T. Gooch, Manager, OCIO FMS Systems Manager
6. PIA Author: Harvey McEachin
7. Date: October 2009
8. Brief (One paragraph) description of the System:

The Smithsonian Parking collects and stores information pertaining to the Smithsonian's Office of Facilities Engineering and Operations Monthly Parking Program run by Office of Protection Services.

II. Privacy Assessment

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

The SI Monthly Parking Software maintains information about persons who applied and qualified to park at a Smithsonian Institution Parking facility on a monthly basis. Information is limited to Names, Address, Office, ID Number, Vehicle model, Tag number & Supervisor name. Credit card information is collected for individuals wishing to make monthly payments by credit card.

2. Why the information is being collected.

The information is being collected for the purpose of certification of monthly parking privileges, issuance of parking permits and to control the operation of the parking facility. All privacy related information contained within the database is relevant to the responsibilities of the Smithsonian Institution parking facilities and vehicles therein.

3. The intended use of the information.

The information is used to support parking privileges, recertification, issuance of parking permits, and to control the operation of parking lots. Credit card information is collected from individuals electing to make their monthly parking payments with their credit card. Credit card payment is an option selected by the parking patrons.

4. With whom the information will be shared.

This information is contained in a database that is solely accessible to the Parking Manager & Program Specialist in the Parking Office. This information is not available to the SI employees or the public.

The collected information is treated confidential and solely accessible to the Parking Office staff only. It is not accessible via the internet or from other systems.

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

The information collected comes from the Smithsonian Parking Application Form (SI 3539) is submitted and duly signed by the SI employees that applies and is approved to use OFEO parking facilities. The SI Parking Office, (202) 633-3900, is the point of contact for questions or comments regarding this information.

6. How the information will be secured.

The Smithsonian Institution monthly parking database protects the integrity of the sensitive data from unauthorized access, disclosure and unauthorized alteration. Controls are in place restrict access. Users are assigned a unique user ID and password. Servers support anti-virus software and are regularly patched. The server is physically protected in a secure computer room, where access is limited to authorized personnel. The servers are also protected by firewalls which further restrict access.