

Privacy Impact Assessment Chandra Data Archive

I. System Identification

1. **IT System Name:** Chandra Data Archive (<http://cxc.harvard.edu/cda>)
2. **IT System Sponsor:** Chandra X-ray Center
3. **System Sponsor Unit:** SAO
4. **IT System Manager:** Arnold Rots
5. **PIA Author:** Arnold H. Rots
6. **SI Unit Director or Designee:** Charles Alcock
7. **Date:** September 2009
8. **Brief (one paragraph) description of the system:**

The system allows scientists to retrieve data from the Chandra X-ray Center archive, and request special services from the archive operations team.

II. Privacy Assessment

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

The CDA Operations team collects and/or maintains personal information within two contexts: the Chandra Users Database which is used for proposal processing, data distribution, and mailing lists for newsletters and bulletins; and the CDA Special Requests. All information is collected via web forms directly from the users and consists of name, email address, address, institution, and telephone number.

2. Why the information is being collected.

The personal information is required in order for users to be able to receive mailings, observing time, support, and/or grants.

3. The intended use of the information.

The information is needed in order to be able to respond to the users' requests, send the users' data and other information, and to award grants.

4. With whom the information will be shared.

Information is shared with CXC staff on a need-to-know basis: the Director's Office, User Support personnel, CXC-DS Operations staff, Grants personnel – all as necessary. Names of the Principal Investigators of successful proposals are shared with NASA and published with the proposal abstracts and observations.

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

Prospective investigators are notified by the Call for Proposals that the names of successful Principal Investigators will be published and indicate their consent by submitting the proposal. We provide a web page where users can check their entry in the Users Database and make a request for correction. Users may direct questions about the system to System Manager at arots@head.cfa.harvard.edu or (617) 496-7701

6. How the information will be secured.

Information is kept in databases that are secured behind two layers of firewalls. Updates to the DBMS (Sybase) and OS (Solaris) are strictly controlled and extensively tested before application. Access is through controlled software applications and permissions are controlled through password-protected accounts.