

Privacy Impact Assessment Chandra Digest Request

I. System Identification

1. **IT System Name:** Chandra EPO Digest
(http://chandra.harvard.edu/chronicle/news_priv.html)
2. **IT System Sponsor:** Van McGlasson
3. **System Sponsor Unit:** SAO
4. **IT System Manager:** Lisa Paton/Kim Arcand
5. **PIA Author:** Kim Arcand
6. **SI Unit Director or Designee:** Charles Alcock
7. **Date:** September 2009
8. **Brief (one paragraph) description of the system:**

Users may request to be part of the electronic newsletter service delivered 2-3 times per month via email. Subscription is a free, voluntary service that the user signs up for online by filling in a web form.

II. Privacy Assessment

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

The user's email is collected via a web form. The information is displayed and the user confirms it by submitting.

2. Why the information is being collected.

The email addresses must be kept to send materials to an active list of subscribers

3. The intended use of the information.

The information is stored in a log file, accessible only by the appropriate Chandra staff, so that the subscribers can receive the Chandra digest.

4. With whom the information will be shared.

Only the providers of the material (certain CXC EPO staff) have access to the information. Statistics (number of subscribers only) may be shared with funding organizations, but not personal identifying information.

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

The personal information (email address) is not shared outside SAO. The user must submit their email to be a part of the service. The users can unsubscribe & re-subscribe different addresses at any time using the same online form. Users are provided with the public email address in all emails to the digest for any users who can't find the update form. The public email address is also listed on all pages of the public web site, as is contact information for phone, fax and mailing address. The privacy policy is also listed on the form page and all pages throughout the web site.

6. How the information will be secured.

The information is stored on a file system that is not accessible from the web. The server is protected by SI firewalls and also has security settings enabled to further protect it from unauthorized access. Emails to the subscribers of the newsletter are prohibited (blocked) until the admin of the newsletter activates the list; controls are put back in place once the email has been sent. Only the admin of the newsletter can email the digest.