

Privacy Impact Assessment (PIA) Chandra Download Software

I. System Identification

1. **IT System Name:** Download Software (<http://exc.harvard.edu/ciao>)
2. **IT System Sponsor:** Chandra X-ray Center – Lisa Paton
3. **System Sponsor Unit:** SAO Van McGlasson
4. **IT System Manager:** Lisa Paton
5. **PIA Author:** Lisa Paton
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 download Chandra software using a web form. Contact information is collected and stored in a log file.

II. Privacy Assessment

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

The requesters contact information- name, email, and type of computer is collected via a web form.

2. Why the information is being collected.

The Chandra staff needs an accurate count of the number and types of users of its software.

3. The intended use of the information.

The information is used in aggregate to provide feedback as to the number and types of software users.

4. With whom the information will be shared.

Counts in aggregate are publicly available. No individual information is shared outside of SAO. It is accessible only by the appropriate Chandra staff.

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

Individual information is not shared outside SAO. The information listed in question 1 is all required.

6. How the information will be secured.

The Chandra staff members are instructed to delete files when the information is no longer needed. Systems back up tapes are periodically rewritten and are destroyed when no longer usable; save sets are stored in a secure offsite facility.