

Privacy Impact Assessment (PIA) Chandra Education Materials Request

I. System Identification

1. **IT System Name:** EPO Materials Requests
(<http://chandra.harvard.edu/edu/request.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 free Chandra educational materials (print and cd-rom formats) online by filling in a web form.

II. Privacy Assessment

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

The registrant's contact information- name, title, institution, mailing address, phone, 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 information is needed to fill the request. In additions, statistics about the users of the material can be obtained.

3. The intended use of the information.

The information is stored in a log file. It is accessible only by the appropriate Chandra EPO staff. An email message containing the information is typically sent to the provider for each request, if an email is provided.

4. With whom the information will be shared.

Only the providers of the material (CXC EPO staff) have access to the information. Statistics 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 is not shared outside SAO. The information listed in question 1 is all required except for phone. The public email address is listed on the page. Information is not kept for future product requests as each request is treated individually/separate from anything prior. The Chandra EPO staff would not be able to keep up with updating personal information. Information is kept for metrics purposes only, to report on statistics to SI, NASA/MSFC as required.

6. How the information will be secured.

The information is stored on a file system that is not accessible from the web and is protected by SI firewalls. Systems back up tapes are periodically rewritten and are destroyed when no longer usable; save sets are stored in a secure offsite facility.