

Privacy Impact Assessment SAO Chandra Observation Time Request

I. System Identification

1. **IT System Name:** Chandra X-ray Center Observation Time Request Form
(<http://cxc.harvard.edu/proposer>)
2. **IT System Sponsor:** Lisa Paton
3. **System Sponsor Unit:** SAO
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 request Chandra observing time and related funding using a web form. Contact information is collected and stored in a relational database system.

II. Privacy Assessment

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

The requesters contact information- name, institute, email, office address, office phone; for cost proposals expected salary, benefits, travel, equipment, supplies, publications, computer expense, direct and indirect costs- is collected via a web form. The information is displayed and the user confirms it by submitting. The information is then stored in a relational database for use by the Chandra staff.

2. Why the information is being collected.

The Chandra staff needs the contact information to communicate with the requester. Cost information is used to award research funding to Chandra Observers.

3. The intended use of the information.

The information is stored in a relational database. It is accessible only by the appropriate Chandra staff. Contact information can be exported by the staff member to a flat file for producing badges, mailing labels, etc. Cost information is used by the Chandra division administrator.

4. With whom the information will be shared.

Only the appropriate Chandra staff members have access to the 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 information is not shared outside SAO. The information listed in question 1 is all required. Information is shown on the screen and verification is required prior to submission.

6. How the information will be secured.

The information is collected using SSL so that it is encrypted when going over the internet. The Chandra staff members are instructed to delete files when the information is no longer needed. The relational databases are secured with username/password. System backup tapes are periodically rewritten and are destroyed when no longer usable; save sets are stored in a secure offsite facility.