

Privacy Impact Assessment (PIA) SAO Conference Registration

I. System Identification

1. **IT System Name:** SAO Conference Registration Application
2. **IT System Sponsor:** Chandra X-ray Center – 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 register for SAO scientific conferences using a web form. Contact information is collected. If fees are collected the user can choose to pay for registration fee by mail or online by credit card. The credit card information is collected in a separate application.

II. Privacy Assessment

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

The registrant's contact information- name, email, office address, office phone- 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 conference organizers.

2. Why the information is being collected.

The conference organizers need the contact information to inform the registrant of any changes or additional information and to track registrations.

3. The intended use of the information.

The information is stored in a relational database. It can be exported by the organizer to a flat file for producing badges, mailing labels, etc.

4. With whom the information will be shared.

Only conference organizers 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. The user can contact the conference organizer to register by some other method if he/she chooses not to submit the information on the web.

6. How the information will be secured.

The information is collected using SSL so that it is encrypted when going over the internet. The conference organizers delete files when the information is no longer needed. Systems backup tapes are periodically rewritten and are destroyed when no longer usable; save sets are stored in a secure offsite facility.