

# Privacy Impact Assessment (PIA) SAO Donation Application

## I. System Identification

1. **IT System Name:** SAO Donation Application (CyberSource)
2. **IT System Sponsor:** Charles Alcock
3. **System Sponsor Unit:** Smithsonian Astrophysical Observatory (SAO)
4. **IT System Manager:** Van McGlasson
5. **PIA Author:** Jessy Jauw
6. **SI Unit Director or Designee:** Charles Alcock
7. **Date:** October 19, 2011
8. **Brief (one paragraph) description of the system:**

The Smithsonian Astrophysical Observatory (SAO) allows members of the public to donate to the Astrophysics research unit of the Smithsonian Institution. Donor and donation information can be collected electronically by SAO. The donor can choose to donate by mail-in check or online by credit card.

If a check payment is selected, the donor can print and fill in a web form which can be mailed into SAO. For online credit card donation, SAO has outsourced payment processing to CyberSource ([www.CyberSource.com](http://www.CyberSource.com)) to securely enter and process payment card information.

## II. Privacy Assessment

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

Donor contact information includes: Individuals Name or Institution's Name, address, country, home phone, work phone and email address. The donation amount or annual pledge amount, along with the payment method which are all securely collected via a web form.

### 2. Why the information is being collected

The information is collected to meet legal requirements for gifts, to bill donors for their annual pledge, and to allow the charitable donation to be recorded and acknowledged for the individual's or institution's tax purpose. SAO and the

Smithsonian use donor information to send out follow-up information and to request additional gifts at some future date.

### **3. The intended use of the information**

Donor information is collected by the SAO Advancement and External Affairs (A&E) Office and the Smithsonian Office of Development gift recording staff. The information is used for recording and acknowledging gifts, and for the purpose of approved billing and donation tracking.

### **4. With whom the information will be shared**

At SAO, only authorized A&E staff have access to the information. The A&E staff are part of the SAO Director's Office. At the Smithsonian, only authorized Office of Development staff are provided access to donor information. CyberSource tracks billing names, card types and payment ID's with Credit Card Processing Systems. Credit card transactions from CyberSource are also tracked by the Smithsonian's financial system support for SAO.

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

Donor names may be listed in the SAO and Smithsonian Annual Reports, unless they choose to opt out and/or wish to remain anonymous. Donors may additionally opt out of any list sharing, solicitations and other communications from SAO and from the Smithsonian Institution. For additional Information please contact:

Advancement and External Affairs Officer  
Harvard-Smithsonian Center for Astrophysics  
60 Garden Street, MS-45  
Cambridge, MA 02138-1516

### **6. How the information will be secured**

All SAO donor information is collected using Secure Socket Layer (SSL), which ensures that data is encrypted over the internet. The SAO servers are physically protected in a secure computer room, where access is limited to authorized personnel. Collection applications and operating system patches are kept up to date by SAO and the Smithsonian Development Office systems. All back-up tapes are stored in a locked area with limited controlled access. Paper files are stored in locked cabinets with limited controlled access. Cyber Source supports a PCI-certified data center.