

Privacy Impact Assessment

Smithsonian Institution Research Information System

I. System Identification

1. IT System Name: Smithsonian Institution Research Information System (SIRIS)
2. SI Unit Director: Ann Speyer, CIO
3. System Sponsor: SIRIS Management Committee, Karen Weiss, Chair
4. IT System Manager: Ching-hsien Wang
5. PIA Author: George Bowman
6. Date: October 2009
7. Brief (one paragraph) description of the system:

The Smithsonian Institution Research Information System (SIRIS) is an integrated system for scholarly research applying established national standards to manage, describe, and provide access to information resources held primarily by the Institution's libraries, archives, and research units. SIRIS is a service that broadly supports research, education, exhibitions, and public programs, as an information gateway providing access for Smithsonian staff and researchers to the Smithsonian library based information resources.

II. Privacy Assessment

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

SIRIS collects the following information:

- Historically relevant biographical information
- Personnel Information associated with researchers who have requested to check out material. Information is collected directly from the patron and includes name, office, phone number, department, and materials borrowed or requested. No SSN or equivalent is associated with the Libraries' borrower records. Library patrons who have requested confidentiality via the Smithsonian Institution Libraries (SIL) User Privacy Form have a reasonable expectation of confidentiality for transactions recorded in the SI Libraries database.
- Donor contact information for an individual associated with an object
- Lender / borrower information for objects in the collections; and including Name, Address, etc.
- Shelving information associated with physical collections may contain personal records with various restrictions.

2. Why the information is being collected.

SIRIS maintains documentation relating to the acquisition, ownership, usage, and storage of collections objects. This information establishes legal title for collections objects in the Smithsonian's care and enables data owners to manage the physical collections. Historical biographical information is maintained for research purposes. Donor contact information is maintained for private individuals involved in collections-relevant transactions with the museum, for tracking purposes and collections security.

3. The intended use of the information.

Use of personal information contained within the SIRIS databases is limited to: Recording legal transactions of objects in the collections; Recording usage of the collections; Storing contact information for individuals who have been associated with the objects, such as creating, donating, lending, or borrowing objects in the collections; and Recording biographical information for educational and research use.

4. With whom the information will be shared.

SIRIS allows the public via the Smithsonian's public web site to apply for a Smithsonian library card. The patron can then track requests to borrow library materials. The user's library card barcode is needed in order to access transaction information. General access to SIRIS is also available over the Smithsonian Institution's internal network which requires a unique User ID and password. The ID's issued to general users are limited, read-only ID's. Full access to the SIRIS databases is restricted to authorized staff from data owning units and the SIRIS office staff. Internal access is limited to those individuals who need it to perform the duties of their job and must be approved by their supervisor and the system administrator. Data owners and catalogers access the system through Smithsonian desktop workstations. User access is revoked if the Smithsonian staffer leaves or changes jobs.

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

The biographical and contact information that is collected in the system is obtained from Smithsonian records and publicly available sources. Individual inquiries into privacy-related information in SIRIS can be made by calling the SIRIS help desk at (202) 633-7300.

6. How the information will be secured.

SIRIS protects sensitive data from unauthorized access and/or disclosure. SIRIS controls system access for authority to modify the databases or operate the system. The system allows access only for authorized users based on user profiles. Systems and databases reside behind the Smithsonian firewalls. The servers are physically protected in a secure computer room, where access is limited to authorized personnel. System logs are regularly reviewed and patches/updates regularly installed. All privacy-related information on SIRIS is relevant to the collection or the history of the collection and is thus retained in perpetuity. All backups are retained for a limited time period and kept off-site in a secure facility with limited, controlled access.