

EZ PIA

This form should only be used for systems that do not qualify as a major information system. It is designed for small projects, databases, Web 2.0 applications, etc. For questions about the form you should contact NGC.

I. System identification

- a. **System name:** Wikis
- b. **System owner:** Pamela Wright
- c. **Office system is located in:** NPOL
- d. **PIA author name:** Hannah Bergman, Rebecca Warlow **Phone:** 301-837-0344
- e. **Date of PIA:** September 14, 2010
- f. **One paragraph description of the system:**

NARA has one external wiki, OurArchives, managed by the social media team and archival staff. The wiki increases NARA's online presence and is another way researchers are able to interact with NARA. The wiki provides tips for the researcher community on accessing records, a discussion forum and other info ways for researchers to communicate with archives staff.

II. Privacy Assessment

- a. **What information is being (or will be collected)? For databases, list fields**
NARA does not collect, maintain or disseminate PII from individuals who interact with NARA through our wiki. Wikispaces.net, which hosts the OurArchives wiki, may collect PII from individuals but this information is not shared with NARA.

Individuals may discuss topics on or make changes to the OurArchives wiki. The individual's screen name and profile picture, which are visible to the public and have been voluntarily shared with NARA, are captured and saved through NARA's records management processes.

When individuals share sensitive PII, such as a Social Security Number through a Wiki page, the PII is moderated in accordance with NARA's comment and posting policy.

- b. **Why is the information being collected?**

Any PII that is collected is done so through the management of federal records. NARA does not collect PII beyond that identifying information which is shared by a user in the wiki.

- c. **How do you intend to use this information?** Information gathered through the management of federal records is used to document the development of federal policies and managed with a federal records schedule.
- d. **With whom will the information be shared?** All of the information captured through the management of the OurArchives wiki is information that is or was publicly accessible. PII that has been removed from a wiki page in accordance with our comment and posting policy is retained in the records of the office that manages the wiki. It is managed under the applicable records schedule.
- e. **How is the information stored?** Electronically and in paper form
 - i. **What records schedule applies?** The records are unscheduled.
 - ii. **For how long will the information be kept?** Unscheduled records are retained as permanent until they are scheduled.
- f. **What notice or opportunities for consent is provided to individuals when their information is collected?** All information collected through the capture of NARA's wiki pages is information voluntarily shared by individuals with NARA on a public web site. On the OurArchives wiki, NARA's privacy notice and comment and posting policy are posted on a dedicated, locked wiki page. The comment and posting policy tell visitors: "Please do not share information such as social security numbers, birth dates, or other private information that you do not want to make available to others."
 - i. **If there is a privacy policy in place, please provide the text of it and describe how it is made available to users.** The OurArchives wiki contains a comment and posting policy and a privacy notice page.

The privacy notice says:
PRIVACY NOTICE

This site is not hosted by the National Archives and Record Administration and thus the privacy policies of NARA do NOT apply. The privacy policy for this web site may be found at <http://www.wikispaces.com/Privacy+Notice>. NARA retains records of the content on the NARA portion of this site, as is provided for in our records retention schedules and mandated by the Federal Records Act. These records include user comments and any personally identifiable information a commenter shares with NARA. Because these records are collected from a public web site, they may be disclosed to others and used by NARA in the conduct of agency business. Please do not share information such as social security numbers, birth dates, or other private information that you do not want to make available to others. NARA disclaims any liability for any loss or damage resulting from any comments posted on this page. This

forum may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.

Information about NARA activities and other methods to communicate with NARA are also available on NARA's official web page at www.archives.gov along with archival photos, videos, and other documents. The privacy policy for www.archives.gov/ may be found there.

ii. **Is this system a Privacy Act system of records? No**

If yes, then what SORN is the system covered by?

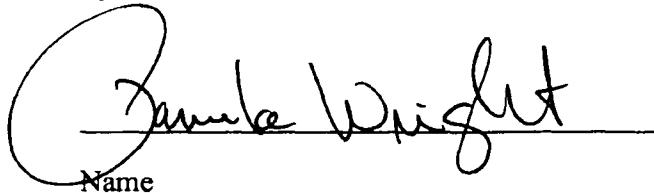
N/A.

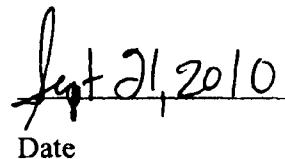
g. **How is the information secured?**

All PII is secured in accordance with NARA's internal directive on PII. In particular, sensitive PII removed from a wiki page in accordance with the comment and posting policy is stored electronically in a password protected file. This information is not kept by the office which manages the wiki.

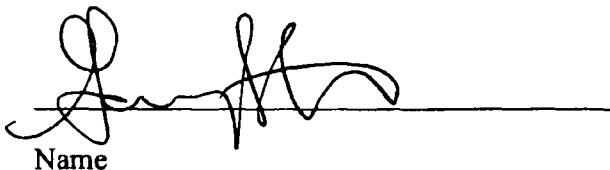
III. Approval of PIA

a. **System owner**


Name


Date

b. **Senior agency Official for Privacy**


Name


Date

c. **Chief Information Officer**


Name

9/30/2010
Date