

The Museum System (TMS) PIA

1. Contact Information

A/GIS Deputy Assistant Secretary

Bureau of Administration

Global Information Services

2. System Information

- (a) Name of system: The Museum System (TMS)
- (b) Bureau: OBO
- (c) System acronym: TMS
- (d) iMatrix Asset ID Number: 458
- (e) Reason for performing PIA: Click here to enter text.
 - New system
 - Significant modification to an existing system
 - To update existing PIA for a triennial security reauthorization
- (f) Explanation of modification (if applicable): N/A

3. General Information

- (a) Does the system have a completed and submitted Security Categorization Form (SCF)?
 - Yes
 - No - Contact IRM/IA at IASolutionCenter@state.gov for assistance.
- (b) What is the security Assessment and Authorization (A&A) status of the system?

TMS is currently going through accreditation with Information Assurance (IA) and has an expected Authorization to Operate (ATO) date of January 2020.
- (c) Describe the purpose of the system:

The Museum System supports Overseas Buildings Operations' mission requirements to manage over 2000 exhibitions. Art in Embassies (ARTS IN EMBASSIES) office utilizes The Museum System (TMS) database, which is designed specifically for museums, to maintain all aspects of collections management. TMS fully integrates exhibitions, shipments, publication and outreach into one comprehensive database. TMS uses Crystal Reports, which creates customized reports for any need within the curatorial, registrar, or publications departments. The data is used to link the lender contact information to the loaned or purchased artwork. The loaned artwork is returned to the lender at the end of the exhibition; thus the need for personal address, phone number, and email address information. The lender's PII is retained in TMS as this tracks all works of art and its

constituents. TMS also serves as a reference for past loans and purchases. The headshot of the lender, if provided, is exported to the website along with the information of the artwork, i.e. (title, dimension, medium). The lender can be a museum, gallery, collector, or an artist. However, the term lender as it relates to PII refers to the artist.

(d) Describe the personally identifiable information (PII) that the system collects, uses, maintains, or disseminates:

- a. Full name
- b. Birth year (Optional)
- c. Business address
- d. Business phone number
- e. Personal address
- f. Personal phone number
- g. Photo (Optional)

(e) What are the specific legal authorities and/or agreements that allow the information to be collected?

- [22 U.S.C. § 300](#)

(f) Is the information searchable by a personal identifier (e.g., name or Social Security number)?

Yes, provide:

- SORN Name and Number: STATE – 45 (Contractors Records)
- SORN publication date (found under the Volume Number and above the Public Notice Number on the published SORN): December 10, 2009
(Update Pending.)

No, explain how the information is retrieved without a personal identifier.

[Click here to enter text.](#)

(g) Does the existing SORN need to be amended to reflect the inclusion of this new or significantly modified system? Yes No

If yes, please notify the Privacy Division at Privacy@state.gov.

(h) Is there a records retention schedule submitted to or approved by the National Archives and Records Administration (NARA) for this system? Yes No

(If uncertain about this question, please contact the Department's Records Officer at records@state.gov.)

If yes provide:

- Schedule number (e.g., (XX-587-XX-XXX)): [A-08-010-05](#); NN-170-140
- Length of time the information is retained in the system: Unlimited/ Retain in A/ART
- Type of information retained in the system:
The system retains the artist's name, birth year (Optional), business address, business phone number, personal address, personal phone number, and photo (Optional)

4. Characterization of the Information

(a) What entities below are the original sources of the information in the system? Please check all that apply.

- Members of the Public
- U.S. Government employees/Contractor employees
- Other (people who are not U.S. Citizens or LPRs)

(b) If the system contains Social Security Numbers (SSNs), is the collection necessary?
 Yes No (SSNs are not collected)

- If yes, under what authorization?

[Click here to enter text.](#)

(c) How is the information collected?

Information is collected directly from the lender through the Art in Embassies loan agreement or permanent collection documents.

(d) Where is the information housed?

- Department-owned equipment
- FEDRAMP-certified cloud
- Other Federal agency equipment or cloud
- Other

- If you did not select "Department-owned equipment," please specify.

[Click here to enter text.](#)

(e) What process is used to determine if the information is accurate?

The information is provided directly by the individual (the lender) so the information collected and stored is as accurate as the provider intends. The burden is on the individual to ensure that the information provided is accurate and correct.

(f) Is the information current? If so, what steps or procedures are taken to ensure it remains current?

Information is current as of its collection date. Should any information change, the individual can contact the ARTS IN EMBASSIES office. The ARTS IN EMBASSIES office also directly contacts the lender prior to the return of objects to ensure the information on file is accurate and current.

(g) Does the system use information from commercial sources? Is the information publicly available?

Yes, Department of State personnel assigned to manage the information stored in TMS can also retrieve/update information from websites/catalogues, etc. This information is publically available.

(h) Is notice provided to the individual prior to the collection of his or her information?

Yes, the individual is responsible for providing and confirming correct information to ARTS IN EMBASSIES office, so he/she is made aware of the information that will be collected and our purpose for collection at the time of collection.

- (i) Do individuals have the opportunity to decline to provide the information or to consent to particular uses of the information? Yes No

- If yes, how do individuals grant consent?

Individuals must give consent or decline to provide the information as noted in the loan form agreement (contract) that the individual signs with Art in Embassies. They may state which items they will provide or would prefer not to be made public. The individual must provide their own personal image for online use, it is not provided from other sources.

- If no, why are individuals not allowed to provide consent?

[Click here to enter text.](#)

- (j) How did privacy concerns influence the determination of what information would be collected by the system?

The privacy of the program's lenders are of vital importance to the Department of State and as such the bare minimum of PII is collected on those individuals. Of the few sensitive pieces of PII that the system does collect, privacy concerns were strongly taken into consideration and are the reason those PII fields (birth year and photo) were made "Optional". The remaining pieces of PII that TMS collects are essential and necessary for the business process.

5. Use of information

- (a) What is/are the intended use(s) for the information?

The data is used to link the lender contact information to the loaned or purchased artwork. The loaned artwork is returned to the lender at the end of the exhibition; thus the need for address, phone, and email information. The lender's PII is retained in TMS as this system also tracks all works of art and its constituents, past and present. TMS serves as a reference for past loans and purchases. The birth year and headshot of the Lender is exported to the Arts in Embassies external website along with the information of the artwork, i.e. (title, dimension, medium). The lender can be a museum, gallery, or collector along with the artist. We collect contact information on the lender along with the artwork, which they loaned.

- (b) Is the use of the information relevant to the purpose for which the system was designed or for which it is being designed?

Yes

- (c) Does the system analyze the information stored in it? Yes No

If yes:

- (1) What types of methods are used to analyze the information?
TMS can run reports on the number of loans/exhibitions and locations the lender has been involved in based on its analysis from the individual's information.
- (2) Does the analysis result in new information?
No.
- (3) Will the new information be placed in the individual's record? Yes No (This is N/A)
- (4) With the new information, will the Department be able to make new determinations about the individual that would not have been possible without it?
Yes No (This is N/A)

6. Sharing of Information

- (a) With whom will the information be shared internally and/or externally? Please identify the recipients of the information.
The PII from TMS (name/photo [if provided]) is sent to the external Arts in Embassies website by the OBO/ART Museum Specialist. Address, phone number, and birth year are not shared internally or externally.
- (b) What information will be shared?
Artist name and photo (if provided).
- (c) What is the purpose for sharing the information?
Information is shared in order to identify the artist with their artwork.
- (d) The information to be shared is transmitted or disclosed by what methods?
The museum specialists upload a JSON file to the Arts in Embassies website so the artists name/photo (if provided) can be published.
- (e) What safeguards are in place for each internal or external sharing arrangement?
Artist(s) information can only be shared by one person in the OBO/ART office. It is the role of the museum specialist to publish this information to the Arts in Embassies website.
- (f) What privacy concerns were identified regarding the sharing of the information? How were these concerns addressed?
The privacy concerns in regards to the actual sharing of PII were minimal in this situation as the information being shared has already been made public by the artist themselves on their own bio and web pages. To mitigate any further concerns the only information that the OBO/ART department has decided to share was the artist photo and name and none of the other PII data points that will be collected.

7. Redress and Notification

- (a) What procedures allow individuals to gain access to their information?

The information in the TMS system is provided by the lender to the OBO/ART office. The individual has a copy of what was provided and can contact their curator at any time to have it changed.

- (b) Are procedures in place to allow an individual to correct inaccurate or erroneous information?

Yes No

If yes, explain the procedures.

Each individual is assigned a curator during the loan agreement process. They may update their information by providing new information via email at any point and it will be revised in the system. Additionally a general email inbox is made available for any information updates within Art in Embassies and their information will be given to Art in Embassies webmaster to change any inaccurate/erroneous information in the system.

If no, explain why not.

[Click here to enter text.](#)

- (c) By what means are individuals notified of the procedures to correct their information?

Individuals are notified directly via email or phone of both correction procedures and of whether their information needs to be updated. Each individual is also assigned a curator during the loan agreement process. This allows individuals to provide their curator with updated information via email at any point. Additionally, a general email inbox is made available for any information updates within Art in Embassies and their information will be given to Art in Embassies webmaster to change any information in the system.

8. Security Controls

- (a) How is the information in the system secured?

1. Access to the system requires an active DoS user account
2. That account must be matched to an active account created in the TMS database, which can only be created by a Database Administrator and upon approval by the program office (ARTS IN EMBASSIES)
3. No one, other than the Database Administrator, has administrator access to the database itself

- (b) Describe the procedures established to limit access to only those individuals who have an “official” need to access the information in their work capacity.

Only ARTS IN EMBASSIES staff accesses the TMS system as their entire workday is built around this system. TMS has a permissions based structure. All TMS users are

assigned to an ARTS IN EMBASSIES security group with the same permissions as everyone in the OBO/ART office needs the same access. However, the system is capable of assigning separate roles with different access if necessary.

(c) What monitoring, recording, and auditing safeguards are in place to prevent the misuse of the information?

1. ARTS IN EMBASSIES has an Audit trail, which can track changes to the information.
2. Server monitoring is in place to monitor server access and escalation of privileges
3. Database administrators conduct reviews of database audit log files daily

(d) Explain the privacy training provided to authorized users of the system.

ARTS IN EMBASSIES staff is given instruction to which PII is optional information to obtain from lenders. Additionally, all authorized TMS users access it *via OpenNet* and they must complete the privacy trainings for that platform (i.e. annual Cybersecurity Awareness, PA459 - Protecting Personally Identifiable Information). These trainings are considered sufficient to cover usage of and access to TMS.

(e) Are any security controls, such as encryption, strong authentication procedures, or other controls, in place to make the information unusable to unauthorized users? Yes No
If yes, please explain.

The information can only be accessed by the use of Personal Identity Verification cards and is single sign-on enabled using the Department of State's Active Directory, preventing impersonation by any users. This limits unauthorized access to the system.

(f) How were the security measures above influenced by the type of information collected?

These measures were developed to achieve compliance with Assessment and Authorization practices. Above security measures are OBO's standard policy of ensuring only authorized users can access OBO Systems. They are appropriate for a system that collects the type of PII contained in TMS.

9. Data Access

(a) Who has access to data in the system?

ARTS IN EMBASSIES employees

(b) How is access to data in the system determined?

The Senior Curator determines who can have access to TMS.

(c) Are procedures, controls or responsibilities regarding access to data in the system documented? Yes No

(d) Will all users have access to all data in the system, or will user access be restricted?

Please explain.

Data access is restricted by the role-based security in TMS. Only users with read/write access can modify data in the application.

(e) What controls are in place to prevent the misuse (e.g. unauthorized browsing) of data by users having access to the data?

1. Restrictive access by roles
2. Annual Privacy training
3. Enforcement of the TMS Rules of Behavior