



LASER INTERFEROMETER GRAVITATIONAL WAVE OBSERVATORY

LIGO Laboratory / LIGO Scientific Collaboration

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LIGO Laboratory

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LIGO.ORG Personal Information Policy

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1 Overview

The purpose of this document is to inform those who register with the myLIGO identity management system in order to obtain a LIGO.ORG identity (e.g. albert.einstein@ligo.org) how the personal information provided to the system is stored and handled, and who has access to that information. This policy also applies to information added to the individual's account in the system after registration.

2 Scope

This policy applies to information which is supplied by individuals to the myLIGO identity management system (<https://my.ligo.org>) when applying to get a LIGO.ORG identity. It also applies to information entered into that system after the initial registration, information generated algorithmically from the entered data, and information relating to LIGO.ORG access groups. Information that is in the scope of this document includes, but is not limited to the person's name, university or research organization, position (faculty, graduate student, etc), email addresses (ligo.org, forwarding, alternate, etc), physical address, phone number, grid certificate subject lines, unix account name on LIGO Data Grid systems, and access group membership for LIGO resources.

3 Collection and purpose

Personal information is requested during the account application process in the myLIGO identity management system. Some of the requested data is required to process the application, other data is optional. Required data is clearly indicated in the application form. The collection of the required data is necessary to allow LIGO and Virgo collaboration tools and service to work properly for members. Optional data is collected to enhance the operation of collaboration tools and services. Data is collected only to allowing LIGO and Virgo members, and related individuals such as external committee members, access and proper usage of LIGO and Virgo tools.

4 Storage and Access

Personal information about LIGO.ORG users is stored in several different applications, including the myLIGO database, a network of LIGO.ORG openLDAP instances, and the LIGO.ORG Grouper instance (<https://grouper.ligo.org>). Some information is transmitted from these applications to other services, such as the LIGO.ORG mailing list server, which stores information about an individual's LIGO.ORG mailing lists subscriptions. Two applications, the roster website (<https://roster.ligo.org>) and the address book LDAP (ldap://addressbook.ligo.org) were created with the explicit purpose of making limited amounts of information about LIGO.ORG users publicly available. Information about users is transmitted to websites that use LIGO.ORG credentials for authentication. Some of these websites are operated by organizations other than LIGO or Virgo. For authentication outside of LIGO and trusted MOU partners, at most the users myLIGO user ID (e.g. albert.einstein@LIGO.ORG), first name, last name and LIGO.ORG email address (e.g. albert.einstein@ligo.org) are transmitted. Any personal information about the user may be transmitted to websites within LIGO and Virgo. Information in the LIGO.ORG LDAP system is

available for anonymous queries. Personal information is not sold or traded with other organizations or individuals for purposes other than authentication and authorization.

5 Data Retention

Personal information about LIGO.ORG users may be stored indefinitely, even after the user account has expired or has been closed for any reason. This retention of personal information allows for minimum interruption to services should the user's LIGO.ORG account be reopened. Users will generally have little or no ability to change their personal information after their account has closed until they reopen their LIGO.ORG account. Should an individual wish to have their personal information changed after their LIGO.ORG account has been closed for some reason, they may request the change by sending an email to myligo@ligo.org.

6 Data Deletion

Individuals who have data in the LIGO.ORG system may ask for that data to be removed at any time. However, it is important to understand that once the data is removed the individual will no longer be able to authenticate to most of the key infrastructure of the LIGO Scientific Collaboration. This loss of access will essentially result in a de-facto removal from the LIGO Scientific Collaboration, or in the case of a person from Virgo or an external committee, the loss of access to most LIGO resources. Requests to have personal data removed from the myLIGO identity management system should only be made if the person expects to never again need access to LIGO.ORG services and resources. Should an individual wish to have their personal information removed from the myLIGO system, they may request the removal by sending an email to myligo@ligo.org.

7 Expectation of Privacy

There can be no expectation that personal information pertaining to an individual in the myLIGO system will be held in confidence nor that it will be private. This includes information that is supplied by the individual, information derived algorithmically from the supplied information (e.g. LIGO.ORG user ID) and added information pertaining the individuals myLIGO account for access purposes (e.g. mailing list subscriptions). The only exception to this statement is the password for the individual's LIGO.ORG account, which must never be divulged to any other person (including any person in LIGO or Virgo).

8 Questions and Concerns

Persons with questions or concerns about this policy should address them to the LIGO Identity and Access Management group at auth@ligo.org.