1.0 PURPOSE

1.1 To identify potential privacy risks of existing, new or redesigned government programs, services or systems, and mitigate or reduce risks.

2.0 DEFINITIONS

2.1 Change: a change to a program or service that affects the collection, use, disclosure or retention of personal information and includes the implementation of an information system.

2.2 Personal Information: recorded information about an identifiable individual, including, but not limited to the following:

- the individual’s name, home or business address, or home or business telephone number;
- the individual’s race, national or ethnic origin, colour or religious or political beliefs or associations;
- the individual’s age, sex, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual’s fingerprints, blood type or inheritable characteristics;
- information about the individual’s health and health care history, including information about a physical or mental disability;
- information about the individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else’s opinions about the individual; and
- the individual’s personal views or opinions, except if they are about someone else.

3.0 POLICY STATEMENT

3.1 The Department will complete Privacy Impact Assessments (PIA) using an accepted PIA template on all programs and services where personal information is collected.
3.2 The Department will review PIAs, and revise as appropriate when a change occurs to a program or service.

3.3 The Department will review PIAs on a regular basis for the purpose of identifying changes to programs or services.

3.4 The Department will act to resolve privacy risks identified through the PIA process.

4.0 PROCEDURE STATEMENT

4.1 Directors will complete a PIA with the support of Access and Privacy Services Office as needed before a program or service is begun or changed.

4.2 Directors will review PIAs when changes take place to the purpose, collection, use, or disclosure of personal information in a program, to mitigate privacy risks.

HISTORY:

January 28, 2016 - Change to reflect the role of Access and Privacy Services Office; changed PIA review from every three years to when changes take place in programs; format change.