

<i>Freedom of Information and Protection of Privacy Act</i>	<b>Program</b>	<b>Privacy and Access</b>
	<b>Subject</b>	<b>Privacy Impact Assessment</b>
<b>Effective Date: February 22, 2011</b>		<b>Authorized by:</b>
<b>Revised Date: January 28, 2016</b>		<b>Deputy Minister, Teresa Hennebery</b>

## 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.