

Department of Economic and Rural Development

Privacy Impact Assessment Template

Note: Attach supporting documentation as necessary

1. Introduction

- a) Name of program or service
- b) Name of department, branch and program Area
- c) Name of program or service representative
- d) Key program or service dates

2. Description

- a) Summary of the new program or service or the change
 - i. General description
 - ii. Purposes, goals and objectives
 - iii. The need
- b) The intended scope
- c) Conceptual technical architecture
- d) Description of information flow (include text and diagram)

3. Collection, use and disclosure of personal Information

- a) Authority for the Collection, Use and Disclosure of Personal Information
- b) List of Personal Information to be Collected, Used and/or Disclosed and the Rationale for each.
- c) The Sources and Accuracy of the Personal Information
- d) The Location of the Personal Information
- e) The Retention Schedule and Method of Destruction or De-identification for Personal Information
- f) Identification of Consent Issues
- g) Users of Personal Information

4. Access rights for individuals to their personal information

5. Privacy standards: concerns and security measures

- a) Security safeguards
 - i. Administrative safeguards
 - ii. Basic technical safeguards
 - iii. Auditing

b) Methods for avoidance of unintentional disclosure

6. Compliance with *Personal Information International Disclosure Protection Act*

7. Conclusions

- a) An Assessment of the Impact on Privacy, Confidentiality and Security of Personal Information as a Result of the New Program or Service or Change
- b) Strategy for Mitigation of Privacy Risks, if any
- c) Additional Comments

Completed by:

Program/Service Representative

Date

Reviewed by:

Government Entity Privacy Lead
(IAP Officer)

Date

Recommended by:

Senior IM Management position
(Manager of Business and Information Management)

Date

Approved by:

Deputy Minister

Date