

## Template for Privacy Impact Assessment

**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
  - Administrative Safeguards
  - Basic Technical Safeguards
  - 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:**

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Program/Service Representative

Date

**Reviewed by:**

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Department Privacy Lead

Date

**Recommended by:**

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Senior IM Management position

Date

**Approved by:**

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Deputy Minister/Chief Executive Officer

Date