

# **Privacy Impact Assessment Template Public Service Commission**

**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:**

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Program/Service Representative Date

**Reviewed by:**

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Privacy Lead for Public Service Commission Date

**Recommended by**

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Senior IM Management Position Date

**Approved by:**

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Commissioner, Nova Scotia Public Service Commission Date