

PRIVACY IMPACT ASSESSMENT

**Title**

**Public Body:**

**Section 11(1) of the *Access to Information and Protection of Privacy Act* (ATIPP) requires the head of a ministerial public body to conduct a Privacy Impact Assessment (PIA) before the public body carries out a proposed program or activity, specialized service, data-linking activity, information management service, or significant change to the manner in which an existing program or activity, specialized service, data-linking activity or information management service collects, uses or discloses personal information.**

**Please see ATIPP OFFICE GUIDANCE: PRIVACY IMPACT ASSESSMENTS for instructions on how to complete this template. If you need assistance during any part of the process, please contact privacy@yukon.ca.**

# 1. PIA Document Control

|  |  |  |
| --- | --- | --- |
| Date (YY-M-D) | PIA Drafter | Version #  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Date (YY-M-D) | Reviewed by | Version # |
|  |  |  |
|  |  |  |

Delete all examples provided [in highlighted text] and replace with your own applicable text.

## Appendices

|  |  |
| --- | --- |
| Appendix | Document Name  |
| A | Personal Information Map |
| B | Project Charter |
| C | Privacy Impact Assessment Summary |
| D | Business Requirements/Request for Proposal |
| E | Related or former PIA |

## Policies

|  |  |
| --- | --- |
| Policy/Protocol Name | Hyperlink  |
| Guidance on Safeguarding Information Assets |  |
| YNet Password Policy |  |
| YG Computer Use Guidelines |  |
| Remote Access Operational Policy |  |
| Personal Devices Policy |  |
| Password Creation Guidelines |  |
| PIA Policy |  |
| Privacy Breach Policy |  |

## Agreements

|  |  |  |
| --- | --- | --- |
| Agreement Name | Parties | Effective dates |
| Information Sharing Agreement(s) |  |  |
| Information Management Service Agreement(s) |  |  |
| Service Level Agreement(s) |  |  |
| Agreement(s) for Access to Personal Information for Research or Statistical Purposes |  |  |

# General

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| --- | --- |
| PIA Drafter: |  |
| Program Manager: |  |
| Proposed Implementation Date: |  |

## Initiative Overview

### Description of the initiative

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### Scope of this PIA

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### Parties involved in the initiative

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### Types of personal information (PI) involved in the initiative

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# 3. Personal Information Flow Diagram and Tables

## 3.1 Personal Information Flow Diagram

[INSERT PERSONAL INFORMATION FLOW(S) SWIM LANE DIAGRAM]

## 3.2 Personal Information Flow Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| INFORMATION FLOW | DESCRIPTION (Collection, Use, Disclosure) | Types of Personal Information | Purpose | Legal Authority | Who is accountable |
| 1 | PI is **collected** directly from X to X | Applicant’s name, email, phone number, annual income | To receive and process application  | ATIPP Acts.15(c)(i) | Program X, Department X |
| 2 | PI is **used** by X |  |  |  |  |
| 3 | PI is **disclosed** from X to X |  |  |  |  |
| 4 | PI is **collected** **indirectly** by X from X |  |  |  |  |

# 4. Collection

## 4.1 Collecting personal information

### 4.1.1 Describe how personal information is collected directly

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### 4.1.2 Describe how personal information is collected indirectly

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### 4.1.3 Describe how personal information being collected is the minimum amount needed to meet the purpose for collection

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## 4.2 Collection Notice

### 4.2.1 Provide the text that will be included in the collection notice

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### 4.2.2 Provide details on where the collection notice will be posted

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## 4.3 Collection Risks

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| --- | --- | --- | --- |
| Risk Description | Mitigation Strategy | Projected Completion  | Position Assigned |
|  |  |  |  |
|  |  |  |  |
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# 5. Securing Personal Information

## 5.1 Security Threat and Risk Assessment (STRA)

### 5.1.1 Has a STRA been completed for this initiative?

If yes - attach the STRA as an appendix. If no – complete 5.1.2, 5.1.3 and 5.1.4.

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### 5.1.2 Describe the physical security measures taken to protect the personal information

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### 5.1.3 Describe the technical security measures taken to protect the personal information

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### 5.1.4 Describe the administrative security measures taken to protect the personal information

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### 5.1.5 Have staff completed the access and privacy training in YGLearn?

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### 5.1.6 Are staff aware of how to respond to suspected unauthorized collection of personal information and privacy breaches?

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## 5.2 Security Risks

Describe each security risk and associated mitigation strategy or include mitigation strategy from STRA as an appendix.

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| --- | --- | --- | --- |
| Risk Description | Mitigation Strategy | Projected Completion  | Position Assigned |
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|  |  |  |  |
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# 6. Accuracy, Correction, Retention

## 6.1 Using personal information

### 6.1.1 Does this initiative use personal information to make decisions that directly affect individuals?

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### 6.1.2 Describe the process of how collected personal information is accurate and complete

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### 6.1.3 Is an Information Management Service used?

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### 6.1.4 Describe how personal information is not kept for longer than is necessary

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## 6.2 Correcting personal information

### 6.2.1 Describe how personal information can be updated or corrected

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## 6.3 Records Retention and Disposition

### 6.3.1 Records Retention and Disposition Schedule(s)

|  |  |
| --- | --- |
| Schedule number/title | Date approved |
| TRS (transitory records) 2020-003 | 2020-07-10 |
| ARCSv.3 (administrative records) 2011-001 | 2018-07-13 |

### 6.3.2 Describe how retention and disposition will be enacted within the electronic system(s) that maintains the records

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## 6.4 Accuracy, Correction, Use and Retention Risks

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| --- | --- | --- | --- |
| Risk Description | Mitigation Strategy | Projected Completion  | Position Assigned |
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# 7. Disclosure of Personal Information

## 7.1 Routine Disclosures

### 7.1.1 Does the initiative involve routine or systematic disclosures of personal information?

If yes - attach the agreement(s) as an appendix.

### 7.1.2 Does the initiative disclose personal information for a research or statistical purpose?

If yes - attach the agreement(s) as an appendix

## 7.2 Disclosure Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Description | Mitigation Strategy | Projected Completion  | Position Assigned |
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# 8. ATIPP Office Comments

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| **Senior Access and Privacy Analyst**  |  |  |  |  | **Date** |

#  9. APPROVAL

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|  |  |  |  |  |  |
| **Head or delegated Program Manager** |  |  |  |  | **Date** |

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| **A final copy of this PIA (with approvals and attachments) must be provided to the ATIPP Office as per ATIPP 11(2)(a).** **A summary of the PIA will be published on the Access to Information Registry.** |