



Privacy Impact Assessment – Addendum

Initiative title	Project Name
System Used	Name of App, System, Tool, or Contractor
Department or Faculty	Unit Name (UNIT CODE)
Administrative Authority	Name, Title, Unit
Initiative Lead(s) and Contact Information	Name, Title, email
Privacy Officer	<i>To be filled by Privacy Office</i>
PIA Number	<i>To be filled by Privacy Office</i>
Reference PIA	<i>To be filled out if known</i>
Date of Reference PIA	<i>To be filled out if known</i>

Overview

The [Freedom of Information and Protection of Privacy Act](#) requires a Privacy Impact Assessment for any new initiative (for which no PIA has previously been conducted) and for significant change to an existing initiative. This form is designed to collect additional information for your use of a system, tool, app, or contractor for which a PIA has already been submitted and reviewed by the Privacy and Access to Information Office. For more details on if your existing initiative meets the threshold for a significant change, please contact the Privacy Office.

- A PIA must be completed and reviewed before implementing the new initiative or significant change.
- A PIA is not required for academic research conducted by faculty members, teaching assistants or research assistants that involves the collection, use or disclosure of personal information.
- If the Initiative involves the storage of sensitive personal information outside of Canada, the General Counsel or their delegate will use the information in the PIA to determine whether to proceed with the initiative based on a risk assessment.
- The PIA must be signed by the Administrative Authority responsible for the Initiative, after considering the recommendations of the Corporate Privacy Officer and Chief Information Security Office, as applicable.

Contact privacyinfo@uvic.ca for assistance completing this PIA.

PART 1. GENERAL INFORMATION

1. What is the initiative?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, what system you are using, how you are using it, how it works, who is involved and when or how long your initiative runs.

2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

[INSERT RESPONSE]

3. Are there any new data or information elements involved in your initiative?

Please list all the elements of information or data (both personal and non-personal information) that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of information or datasets, you can list categories or other groupings of personal information. Classification to be determined by the Data Protection Officer.

Table 1 – Information elements			
Line	Information or Data	Further description, if needed	Classification
1			
2			
3			

3.1 Did your information list in question 3 include personal information?

***Personal information** is any recorded information about an identifiable individual, other than business contact information. Personal information includes information that can be used to identify an individual through association or reference.*

Choose YES or NO

4. How will you reduce the amount of personal information you are collecting?

Some initiatives that do not require personal information are at risk of collecting personal information inadvertently, which could result in an information incident.

5. Do you foresee any risks associated with this project?

Does this initiative increase the risk of an information incident? If so, how?

PART 2: COMMENTS

Please include any additional comments that you may have about this initiative under the Department Comments.

1. Data Protection Officer Comments
2. Corporate Privacy Officer Comments
3. Chief Information or Chief Information Security Officer Comments
4. Department Comments
5. Records Management Comments

Once completed and reviewed by the Privacy and Access to Information Office, include the recommendations or comments of the Privacy Office, and have the PIA signed by the Administrative Authority responsible for the initiative.

PART 3: SIGNATURES

Table 2 – Signatures			
Role	Name	Electronic signature	Date signed
Administrative Authority			
Data Protection Officer			
Corporate Privacy Officer or General Counsel			

PART 3: CHECKLIST FOR PRIVACY OFFICER

To be completed by the Privacy Officer assigned to this PIA. Pending the responses to this analysis, the Privacy Officer may recommend a new PIA be completed.

1. Does this PIA involve sensitive personal information?
Choose YES or NO

2. Did you assess whether the data should be stored inside of Canada?
Choose YES or NO

3. Are there any new service providers or subprocessors?
Choose YES or NO

4. Does this PIA make any changes to the record retention schedule?
Choose YES or NO

5. Did the geographic location of the data servers change?
Choose YES or NO

6. Has the tool in this PIA been impacted by any information incidents since this PIA was introduced?
Choose YES or NO

7. Does this project require any new access controls?
Choose YES or NO

8. Did the reference PIA assess for risks associated with Artificial Intelligence?
Choose YES or NO

9. If not, does the project have any new AI initiatives?
Choose YES or NO

10. Have there been any changes to the company's privacy policy?
Choose YES or NO

11. Does the project require a revised collection notice?
Choose YES or NO