



FAQ

- **Reason for the assessment**

In 2012-2013 a campus wide records assessment was conducted across the university. As a result of that assessment, it was recommended to the President that a similar assessment be completed in 2016/17 to assess the management of confidential and highly confidential records within the university.

- **How is the assessment being conducted?**

The assessment may involve two stages:

Step 1: All units to complete a short online survey

Step 2: Units identified as collecting, using or retaining highly confidential and/or a large volume of confidential records to complete a supplemental online survey (not all units will need to complete Stage 2)

- **Who should complete the assessment**

All units across campus are required to complete the assessment

- **How do I access and start the short form questionnaire**

In order to start the "short form" questionnaire, please click on the link below to complete the survey:

[2016/17 Personal Information Protection Assessment \(PIPA\)](#)

- **What happens once I have completed the "short form" questionnaire?**

The information provided in the questionnaire will be reviewed. If it is determined that your unit is collecting, using or retaining highly confidential and/or a large volume of confidential records you will be asked to complete the "long form" questionnaire.

- **How do I access and start the long form questionnaire**
In order to start the “long form” questionnaire, please click on the link below to complete the survey:

[2016/17 Personal Information Protection Assessment \(PIPA\)](#)

- **Who can I contact if I need help completing the questionnaire?**

Please send an email to privacy@uvic.ca and your inquiry will be forwarded to the appropriate person.

- **Who can I contact for Technical Assistance?**

Please contact University Systems Help Desk

Email: helpdesk@uvic.ca

Telephone: 250-721-7687

Website: <http://www.uvic.ca/systems/services/contact/index.php>

