



Royal Roads University

Privacy Impact Assessment

National Indigenous Peoples Day Celebration

PIA#2022-09

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PART 1: GENERAL INFORMATION

| | |
|--|---|
| PIA Drafter | Rebecca Pregelj |
| Business unit: | Campus Services |
| Your name and title: | Rebecca Pregelj, Events and Scheduling Manager |
| Your work phone: | 250-391-2600 x 4141 |
| Your email: | Rebecca.pregelj@royalroads.ca |
| Initiative | NIPD – Livestreaming event from 10am – 3pm |
| Initiative Lead name and title: | Asma-na-hi Antoine, Director of Indigenous Engagement |
| Initiative Lead phone: | 250-391-2600 ext. 4557 |
| Initiative Lead email: | asmanahi.antoine@royalroads.ca |



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GENERAL INFORMATION ABOUT THE PIA:

| |
|--|
| Is this initiative a data-linking program under FOIPPA? If this PIA addresses a data-linking program, you must submit this PIA to the Office of the Information and Privacy Commissioner. |
| This initiative is a data-linking program under FOIPPA No |
| Is this initiative a common or integrated program or activity? Under section FOIPPA 69 (5.4), you must submit this PIA to the Office of the Information and Privacy Commissioner. |
| This initiative is a common or integrated program or activity No |
| Related PIAs, if any: |

1. What is the initiative?

As part of our annual National Indigenous Peoples Day Celebration there is a request to Livestream the event activities to share the event with a broader audience. Main elements would be the Canoe Landing Protocol and the Main Stage performances. Additional cameras could be set up in the venue to enhance event security, in the event of a missing child, for example.

2. What is the scope of the PIA?

This PIA covers the livestreaming of specific events at RRU's National Indigenous Peoples Day Celebration. The streamed video will not be stored or otherwise be made available online after the event.

3. What are the data or information elements involved in your initiative?



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The data would be video output only. Only hosts and performers that are showcased would be identified in the video, however many others may be present in the footage.

3.1 Did you list personal information in question 3?

- Yes

4. How will you reduce the risk of unintentionally collecting personal information?

Ensure livestream cameras are focused solely on the performance areas instead of moving throughout the event. Any camera footage used for security purposes would not be broadcast or shared at a later date. In addition, we would have signage posted to ensure awareness and reach out to the School Districts that plan to attend to determine if there are any privacy issues concerns that would limit their participation in the event.

PART 2: COLLECTION, USE AND DISCLOSURE

5. Collection, use and disclosure

| Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative. | Collection, use or disclosure | FOIPPA authority | Other legal authority |
|--|-------------------------------|-----------------------|-----------------------|
| Livestreaming of NIPD activities | Collection | 32(c) | |
| | Use | 33(2) (r) (i) (ii) | |



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6. Collection Notice

The following notice will be clearly displayed and visible to all participants:

For Signs:

ATTENTION:

By participating and attending this event at Royal Roads University, you consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for live streaming, promotional purposes, inclusion on web sites, and/or any other purpose by Royal Roads University. You have been fully informed of your consent, waiver of liability and release before entering the event.

For more information regarding the collection and use of your personal information please contact Royal Roads University's Privacy Officer via regular email privacyofficer@royalroads.ca

For Students:

A similar notification will be provided to SD 62 students attending the event.

PART 3: STORING PERSONAL INFORMATION

7. Is any personal information stored outside of Canada?

No

8. Does your initiative involve sensitive personal information?

No

9. Is the sensitive personal information being disclosed outside of Canada under FOIPPA section 33(2)(f)?

No

10. Where are you storing the personal information involved in your initiative?

The information is not being stored.



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PART 5: SECURITY OF PERSONAL INFORMATION

15. Does your initiative involve digital tools, databases or information systems?

No

- 15.1 Do you or will you have a security assessment to help you ensure the initiative meets the security requirements of FOIPPA section 30?

No

16. What technical and physical security do you have in place to protect personal information?

The video images captured during this event are live streamed to viewers on the Internet and are not saved anywhere, thus there is no requirement for technical security measures. RRU Campus Security will be present during the event and will ensure that the video streaming equipment is not interfered with.

PART 6: ACCURACY, CORRECTION AND RETENTION

17. How will you make sure that the personal information is accurate and complete?

Not applicable.

18. Requests for correction

FOIPPA gives an individual the right to request correction of errors or omissions to their personal information. You must have a process in place to respond to these requests.



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18.1 Do you have a process in place to correct personal information?

No. Correction of live streamed video is not technically possible.

18.2 Sometimes it's not possible to correct the personal information. FOIPPA requires that you make a note on the record about the request for correction if you're not able to correct the record itself. Will you document the request to correct or annotate the record?

No. See the response to 18.1.

18.3 If you receive a request for correction from an individual and you know you disclosed their personal information in the last year, FOIPPA requires you to notify the other public body or third party of the request for correction. Will you ensure that you conduct these notifications when necessary?

19. No. See the response to 18.1.

20. Does your initiative use personal information to make decisions that directly affect an individual?

No

21. Do you have an information schedule in place related to personal information used to make a decision?

Not applicable.



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PART 7: AGREEMENTS AND INFORMATION BANKS

Please provide information about whether your initiative will involve an information sharing agreement, research agreement or personal information bank.

22. Does your initiative involve an [information sharing agreement](#)?

No

23. Will your initiative result in a personal information bank?

No

PART 8: ADDITIONAL RISKS

This is a low risk event from a privacy / data security perspective. The primary risk, which has been identified above, is ensuring that all participants are aware that certain activities at the event will be live streamed on the Internet and, should they participate in those activities, their images may be visible to those viewing the event online.

No additional risks that have a reasonable likelihood of occurring have been identified.



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PART 9: SIGNATURES

Privacy Office Comments

From a privacy perspective this is a low risk event. The primary concern is ensuring that those attending are aware that we are live streaming portions of the event. I am satisfied that the necessary precautions are in place and that the appropriate steps will be taken to ensure that attendees will be informed of the live streaming.

Privacy Office Signatures

This PIA is based on a review of the material provided to the Privacy Office as of the date below.

| Signing below constitutes a recommendation of this PIA to the RRU VP CFO. | | |
|---|---|------------------------|
| Signature: |  | Date: <u>5/12/2022</u> |
| Name: | Don Devenney | |

Program Area Signatures

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored or disclosed, the program area will engage with their Privacy Office and if necessary, complete a PIA update.



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Program Area Comments:

| Role | Name / Signature <small>(Right-click on signature line and select "Sign")</small> | Date signed |
|---|--|---------------------------|
| Initiative lead | Signature: <i>Antoine</i> Name: Asma-na-hi Antoine | Date: <u>May 12</u> 2022 |
| AVP, Operations & Resilience | Signature: <i>CLevesque 17May22</i> Name: Carolyn Levesque | Date: <u><DATE></u> |
| Head of public body, or designate Only required if personal information is involved | Signature: Name: Cheryl Eason | Date: <u><DATE></u> |