



Royal Roads University Privacy Impact Assessment

Vena
PIA# 2022-06

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PART 1: GENERAL INFORMATION

PIA Drafter	Maureen Changwo
<i>Business unit:</i>	Ocelli Project
<i>Your name and title:</i>	Maureen Changwo, Program Coordinator
<i>Your work phone:</i>	250-391-2600 ext. 4562
<i>Your email:</i>	Maureen.changwo@royalroads.ca
Initiative	Vena - Financial Planning and Analysis software
<i>Initiative Lead name and title:</i>	James Hood
<i>Initiative Lead phone:</i>	250-391-2600 ext. 4589
<i>Initiative Lead email:</i>	James.1hood@royalroads.ca

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



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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?

Vena is a financial planning and analysis software that assists in budgeting and forecasting, strategic planning, expense and revenue planning and financial consolidation and close. It is a cloud-based solution that simplifies key financial planning processes and automates tedious tasks, supports building ad-hoc reports, and analyze organisation financial health. The company that provides the solution is based in Canada and is also called Vena.

The goal with the solution is to.

- Deliver monthly reporting for annual forecast and operating results using automated reports rather than Excelerator and manual entering of data into various spreadsheets and word documents
- Lock down information reported in prior months, ensuring it appears as comparative in all reporting, and allow for ad hoc generation of new reports/dashboards using locked down information
- Formalize and build workflow around budget transfer process and approval of budget transfer adjustments,
- Formalize and build workflow around monthly forecast submissions and processing,
- Formalize and build workflow around operating budget development process

The Vena solution will be used by the business planning team in finance as administrators and all the VPs and their support staff as either viewers or contributors. User levels defined below.



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Viewer	Contributor	Administrator
Able to view data, reports, dashboards, and workflows assigned to them.	In addition to what the viewer can do a contributor can; input data on assigned templates, add comments and notes, approve/reject assigned tasks and perform scenario modelling	In addition to everything the viewer and contributor can do an administrator can manage users' permissions, define systems control, create, and modify data models, create, edit and upload templates and reports as well as create, manage, and monitor process workflows.

An IT resource will also be set up as administrator to be able to define system controls, such as two-step login, IP filtering, email notification, single-sign-on.

Agilyx, a 3rd party consulting firm who are in partnership with Vena (solution provider), will work collaboratively with RRU to integrate and implement the solution. The Ocelli Project has worked and is working with Agilyx on other closed or ongoing implementations.

The project is set to officially kick off in May 2022 and run until October 2022 and phase one implementation will be for Financial Planning and Analysis module which covers.

Budgeting and Forecasting

Phase I

Budgeting and Forecasting -current fiscal year

- Version/document control
- Budget holder input for budget & forecast
- Financial Reporting-Management and operational Reporting, variance, and profitability analysis

Other Modules to be implemented after phase one include:

Phase II

- Labor Forecasting
- Cost allocations - calculating cost drivers e.g cost per FTE
- Security-for distributed reports and imports of roles and users

Phase III

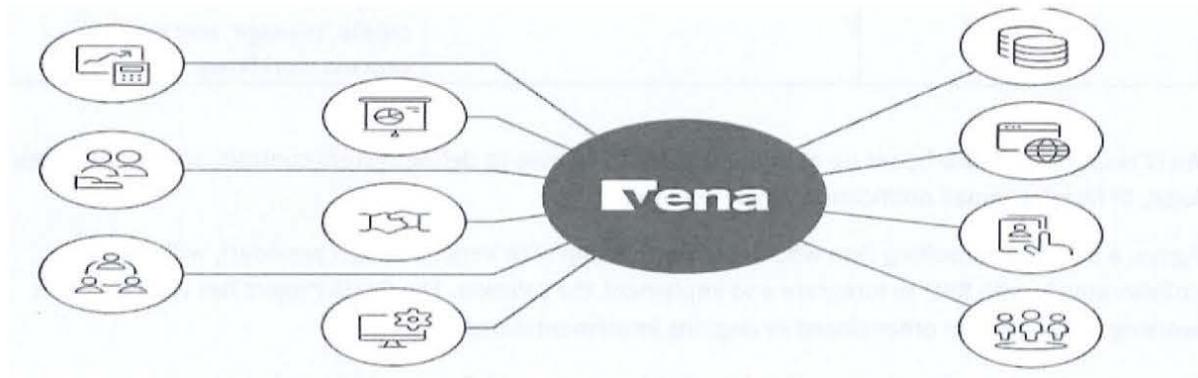
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- Tuition forecasting and Capex planning
- Sales Performance Management-Sales planning and incentive compensation Management
- Agile planning -Scenario Planning

Vena gets data from Unit 4 Business Word GLs to their centralized database where it can be manipulated, and dashboard produced. Vena supports cloud, on premise, power automate and flat file integration



Reference:

https://www.venasolutions.com/platform/integrations?utm_medium=best_cpm&utm_source=Capterra&utm_campaign=best_cpm

2. What is the scope of the PIA?

Out of scope:

- **Workforce planning**-Detailed Employee Level Planning, Detailed Payroll and benefit planning, Automate Variance Analysis and manage employee transfers allocation and headcount. This is covered by HR core project.

Not a priority at this time:

- **Regulatory Requirement and compliance**
- **Financial Close**-Financial consolidation and account reconciliation
- **Agile planning** -cash flow management



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

Since workforce planning is out of scope no personal information will be collected.

- Vena collects information only under the direction of their clients in order to provide goods or services and to fulfil their contractual obligation.

Data collected for Annual Forecast for VPCFO & Executives

1. Forecast \$ Balances, Forecast Student Enrolment, FTEs & Revenue for Credit Programs
 - o By Program,
 - o By Student Type (Domestic & International)
 - o By Program Type (Undergraduate & Graduate)
 - o By Intake (Continuing, Q1 intakes, Q2 intakes, Q3 intakes and Q4 intakes)
2. Non-Credit Programs (PCS) – Revenue by Revenue Stream (Continuing Studies Courses, Domestic Contract Training, International Contract Training, English Language Training)

Data collected for operating results for VPCFO & Executives.

1. Actual YTD Balances from General Ledger.
2. Actual YTD Enrolment, Student FTEs & Revenue for Credit Programs
 - o By Program,
 - o By Student Type (Domestic & International)
 - o By Program Type (Undergraduate & Graduate)
 - o By Intake (Continuing, Q1 intakes, Q2 intakes, Q3 intakes and Q4 intakes)
3. Non-Credit Programs (PCS) – Revenue by Revenue Stream (Continuing Studies Courses, Domestic Contract Training, International Contract Training, English Language Training)

Data collected for unit reports for budget holders.

1. Summary Level Net Income by Cost Centre
2. Worksheet for Each Cost Centre showing detail by general ledger accounts

Data collected for Annual operating plan process for VPCFO & Executives

1. Forecast \$ Balances, Forecast Student Enrolment, FTEs & Revenue for Credit Programs
 - o By Program,
 - o By Student Type (Domestic & International)
 - o By Program Type (Undergraduate & Graduate)
 - o By Intake (Continuing, Q1 intakes, Q2 intakes, Q3 intakes and Q4 intakes)
2. Non-Credit Programs (PCS) – Revenue by Revenue Stream (Continuing Studies Courses, Domestic Contract Training, International Contract Training, English Language Training)

Reference: <https://www.venasolutions.com/privacy-policy/>



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3.1 Did you list personal information in question 3?

No

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

- Vena access will be via Single Sign On (SSO) and access levels will be determined by the user's role.
- Vena allows the client to correct or update information submitted to them and any privacy issue to be reported to privacy@venasolutions.com
- Audit Unit 4 Business World to ensure not personal information is held

PART 9: SIGNATURES

Privacy Office Comments

This Privacy Impact Assessment forms part of the overall assessment of this project, the other components being a Statement of Acceptable Risk (SOAR) and a Security / Threat Risk Assessment.

There is no personal information associated with this initiative and therefore no reason, from a privacy perspective, that it cannot proceed.



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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>4/7/2022</u>
Name:	Privacy Officer, Royal Roads University 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.

Program Area Comments:

Role	Name / Signature <small>(Right-click on signature line and select "Sign")</small>		Date signed
Initiative lead	Signature:	<input checked="" type="checkbox"/> Recoverable Signature  Initiative Lead <small>Signed by: 4f0ef694-5800-4f78-9720-eb4b447a7c6d</small>	Date: <u>4/8/2022</u>
	Name:	James Hood	



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Role	Name / Signature <small>(Right-click on signature line and select "Sign")</small>	Date signed
Chief Information Officer Only required if they have been involved in the PIA	Signature: <u>X <i>Donald J Ostergard</i></u> <small>Chief Information Officer, Royal Roads Univ...</small> Name: Don Ostergard	4 May, 2022 Date:
AVP, Operations & Resilience	Signature: <u>X C. Levesque 8May22</u> <small>AVP Operations & Resilience, Royal Roads U...</small> Name: Carolyn Levesque	Date:
Head of public body, or designate Only required if personal information is involved	Signature: <u>X <i>Cheryl Eason</i></u> <small>VP CFO Royal Roads University</small> Name: Cheryl Eason	Date: <i>May 9, 2022</i>