



Privacy Impact Assessment for Non-Ministry Public Bodies

Contract Management Tool

Why do I need to do a PIA?

Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FOIPPA. Public bodies should contact the privacy office(r) for their public body to determine internal policies for review and sign-off of the PIA. Public bodies may submit PIAs to the Office of the Information and Privacy Commissioner for BC (OIPC) for review and comment.

If you have any questions about this PIA template or FOIPPA generally, you may contact the Office of the Chief Information Officer (OCIO) at the Privacy and Access Helpline (250 356-1851). Please see our [PIA Guidelines](#) for question-specific guidance on completing a PIA.

What if my initiative does not include personal information?

Public bodies still need to complete Part 1 of the PIA and submit it along with the signatures pages to their privacy office(r) even if it is thought that no personal information is involved. This ensures that the initiative has been accurately assessed.

Part 1 - General

Name of Department/Branch:	Finance & Corporate Services		
PIA Drafter:	Susan Beck		
Email:	sbeck@cotr.bc.ca	Phone:	250-489-2751 x 3218
Program Manager:	Dianne Teslak		
Email:	teslak@cotr.bc.ca	Phone:	250-489-2751 x 3204

In the following questions, delete the descriptive text and replace it with your own.

1. Description of the Initiative

Purchasing a Contract Management software tool from Bonfire Interactive Ltd. to provide a more efficient process for service agreements including document storage, renewal alerts, a user friendly search feature and financial reports. All information will be stored in Canada. There will be no personal data stored.



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2. Scope of this PIA

N/A

3. Related Privacy Impact Assessments

N/A

4. Elements of Information or Data

No personal data will be included.

If personal information is involved in your initiative, please continue to the next page to complete your PIA.

→ If no personal information is involved, please submit Parts 1, 6, and 7 to your privacy office(r). They will guide you through the completion of your PIA.



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Part 6 – Privacy Office(r) Comments

This PIA is based on a review of the material provided to the Privacy Office(r) as of the date below. If, in future any substantive changes are made to the scope of this PIA, the public body will have to complete a PIA Update and submit it to Privacy Office(r).

Heather Hepworth
Privacy Officer/Privacy Office
Representative

Heather Hepworth
Signature

Oct. 29 / 18
Date



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Part 7 – Program Area Signatures

Susan Beck

Program/Department Manager

S Beck

Signature

October 22/18

Date

N/A

Contact Responsible for Systems
Maintenance and/or Security
(Signature not required unless they
have been involved in this PIA.)

Signature

Date

Head of Public Body, or designate

Signature

Date

A final copy of this PIA (with all signatures) must be kept on record.

If you have any questions, please contact your public body's privacy office(r) or call the OCIO's Privacy and Access Helpline at 250 356-1851.