



# Privacy Impact Assessment for Non-Ministry Public Bodies

## *Apptricity-Paramedic Inventory System*

PIA# 2019.010

### 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:	JIBC School of Health, Community and Social Justice		
PIA Drafter:	Kathy Harms		
Email:	kharms@jibc.ca	Phone:	6045285768
Program Manager:	Doug Sims		
Email:	dsims@jibc.ca	Phone:	6045285748

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

### 1. Description of the Initiative

*We are implementing an asset management software to track HSD training equipment.*

### Scope of this PIA

*This PIA covers the installation and use of the Apptricity Asset Tracking and Management System.*



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- 2. Related Privacy Impact Assessments**
- 3. Elements of Information or Data**

*There is no personal information or personal data being collected.*

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 2 – Protection of Personal Information

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

4. **Storage or Access outside Canada**

The data is stored in Canada

5. **Data-linking Initiative\***

In FOIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.

1. Personal information from one database is linked or combined with personal information from another database;	No
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	N/A
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	N/A
<b>If you have answered "yes" to all three questions, please contact your privacy office(r) to discuss the requirements of a data-linking initiative.</b>	



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### 6. Common or Integrated Program or Activity\*

<p>In FOIPPA, “common or integrated program or activity” is strictly defined. Answer the following questions to determine whether your initiative qualifies as “a common or integrated program or activity” under the Act. If you answer “yes” to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.</p>	
1. This initiative involves a program or activity that provides a service (or services);	No
2. Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	No
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	N/A
<p><b>Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.</b></p>	

***\* Please note: If your initiative involves a “data-linking initiative” or a “common or integrated program or activity”, advanced notification and consultation on this PIA must take place with the Office of the Information and Privacy Commissioner (OIPC). Contact your public body’s privacy office(r) to determine how to proceed with this notification and consultation.***



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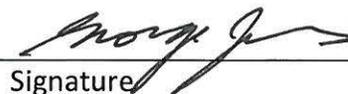
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### **Part 6 – Privacy Office(r) Comments**

*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).*

I recommend that at least one administrative account be assigned to Technology Services. Since this system does not contain any confidential information, there are not great security concerns. The RFID connection into the internet at the sites with equipment will need to be reviewed to ensure there are no technical security concerns. The system is able to know the location of JIBC equipment. This is potentially useful information to unauthorized users.

George Jones  
Privacy Officer/Privacy Office  
Representative

  
Signature

2019 May 27  
Date



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### Part 7 - Program Area Signatures

<u>K Harms</u>	<u>[Signature]</u>	<u>4 June 2019</u>
Program/Department Manager	Signature	Date

<del>Contact Responsible for Systems Maintenance and/or Security (Signature not required unless they have been involved in this PIA.)</del>	<del>Signature</del>	<del>Date</del>
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<u>K. TAKEUCHI</u> <u>[Signature]</u>	<u>[Signature]</u>	<u>5/31/2019</u>
Head of Public Body, or designate	Signature	Date

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

*[Faint, illegible text]*