

PRIVACY IMPACT ASSESSMENT QUESTIONNAIRE

for

[Atlassian Confluence Cloud]

1. Purpose of the Privacy Impact Assessment Questionnaire

This form is used by JIBC to provide a high-level overview of the potential privacy risks of a current or proposed policy, system, project, program or activity. The results of these screening questions help judge the level of potential risk, the extent to which risk mitigation strategies may be needed and when completion of a privacy impact assessment is required under the *Freedom of Information and Protection of Privacy Act* (British Columbia) (the “Act”).

2. Privacy Questions

Questions	Answers
Does the program involve personally identifiable information (PII) (as defined by the Act)? [Y/N]	N
Will the program involve the collection or creation of new information about individuals? [Y/N]	N
Will personal information about individuals be disclosed to organizations, programs, processes or people who have not previously had routine access to the information? [Y/N]	N
Will personal information about individuals be used for a purpose it is not currently used for, or in a way it is not currently used? [Y/N]	N
Will the program require contacting individuals in ways that they may find intrusive? [Y/N]	N
Does the program have a collection notice or use policy? [Y/N]	Y

3. Technology Questions

Questions	Answers
Does this program involve the implementation of a new electronic system or use of a new application or software to support the creation, collection, updating or storing, backing-up or disposition of personal information? [Y/N]	N
Does this program require any modifications to existing information technology (IT) systems (e.g., integration with or consolidation of other IT systems)? [Y/N]	N
Will a new or modified electronic system change the existing business workflow? [Y/N]	N
Does the program involve the use of new technology that might be perceived as being privacy intrusive? [Y/N]	N

4. Impact Questions

Questions	Answers
What are the purpose of collection, use and/or disclosure of the personal information? [Internal/External/Both]	NA
Will personal information about the same individual that was previously maintained separately now be aggregated and stored together? [Y/N]	N
How would you describe the information classification level of the personal information? (Select all that apply) • Highly Confidential • Confidential • Public	Public
What are the type(s) of personal information? (Select all that apply) • Bio/demographic information • Academic/education Information • Employment information • Medical/health Information • Financial Information • Criminal information • Images • Opinions about individuals • Individuals' personal views and opinions • Business contact information • Personal contact information • Other	Business contact information
What are the type(s) of individuals? (Select all that apply) • Prospects • Applicants • Students • Employees • Donors/alumni/other 3rd parties • Volunteers • Service providers • Other	Employees Service providers

How many records documenting individuals will be stored, accessed, used or disclosed? [1-1000], [1001-5000], [5,001-50,000], [50,001-100,000], [100,000+]	1-1000 (individuals are consider as business contact information)
How many JIBC employees, volunteers and service provider employees will be able to access, collect, use or disclose the information? [1-10], [11-50], [51-100], [101-250], [251-500], [501-1,000], [1,000+]	11-50
Is any of the information owned by another organization? [Y/N]	N

5. Probability Questions

Questions	Answers
Where will the information be stored? (Select all that apply) - On campus – JIBC servers - On campus – other - Off-campus – inside Canada - Off-campus – outside Canada	Off-campus – inside Canada
Is any of the information accessed from outside of Canada? [Y/N]	N
Will personal information be transmitted? (Select only one) - Personal information is used in a closed system (i.e., no connections to the Internet, Intranet or any other system and the circulation of hardcopy documents is controlled) - Personal information is used in a system that has connections to at least one other system - Personal information is transferred to a portable device (i.e., USB key, diskette, laptop computer), transferred to a different medium or is printed - Personal information is transmitted using wireless technologies	NA
Will a third party (e.g., vendor or service provider) have access to the information? [Y/N]	N
Will the program result in different record keeping systems converging? [Y/N]	N

From: [Deacon, Derek](#)
To: [Fabri, Michael](#)
Cc: [Monk, Paul](#); [Kouvousis, Elsa](#)
Subject: RE: Atlassian Confluence Software
Date: Wednesday, June 12, 2024 1:59:23 PM
Attachments: [PIA Questionnaire - Atlassian Confluence Cloud v1.1.docx](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Mike,

Thanks for being proactive on this one. Just to confirm, no personal information involved here, correct? Only business contact information, which is basically what would be on someone's email signature or their business card? If so, easy analysis from my perspective. I've also assumed that since the technology questions don't appear to raise any new concerns in the questionnaire, that you folks in TS don't have any specific concerns from a security perspective.

I've copied Elsa on this, and I'll ask that she compile this email thread and the attached questionnaire as evidence that we conducted a PIA on this and determined that we're able to proceed with the proposed initiative. Elsa, please add the next 2024-xxx number to it, PDF the compiled document, and add it to the pile.

As always, any question, please let me know.

Cheers.

Derek

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From: Fabri, Michael <mfabri@jibc.ca>
Sent: Friday, June 7, 2024 8:14 AM
To: Deacon, Derek <ddeacon@jibc.ca>

Cc: Monk, Paul <pmonk@jibc.ca>
Subject: Atlassian Confluence Software

Hi Derek,

In Technology Services is using Atlassian's Confluence product as a technical documentation repository. The on-premise support has reached end of life. As a result, we are moving our documentation to their cloud offering. This has been a bit of a journey as we signed up for the service and have to handle some confusing licensing options.

We are preparing to move this site into production within the next 30 days and have completed the attached PIA. Did you want me to send anything over to you?

Thank you,

Michael Fabri (he/him), BA, PMP
ASSOCIATE DIRECTOR, ENTERPRISE SYSTEMS

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