



Privacy Impact Assessment for Non-Ministry Public Bodies

[HealthSpace – Advanced Certificate Community Care Licensing Officer) CLO Program

PIA#[2015.001]

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:	JIIBC – School of Health, Community and Social Justice – Health Science Division		
PIA Drafter:	Luc Lang		
Email:	llang@jibc.ca	Phone:	604.528.5791
Program Manager:	Nathan Wright		
Email:	nwright@jibc.ca	Phone:	604.528.5744

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

1. Description of the Initiative

HealthSpace is the information management system used by 4 of the 5 Health Authorities in British Columbia to manage data related to licensed care facilities across the province. All Licensing Officers in those Health Authorities have the software installed on their laptops, as well as their office computers. It allows for tracking of all information related to applications for licensure,



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inspections, investigations, compliance reports, etc. in a common platform to ensure consistency of access to information about the history of each licensed care facility.

All of the students in JIBC's Advanced Specialty Certificate in Community Care Licensing program (CLO) will need to access to the same system when they are eventually working in the field. HealthSpace (Informatics), www.healthspace.com, a Canadian company with offices in Chilliwack, BC, has partnered with the JIBC to provide a training version of the system so that JIBC students can become familiar with the system as part of their education to become licensing officers. The Health Authorities have requested that our students use the training system that HealthSpace has provided, to document what happens when they are on practicum.

HealthSpace has prepared a training database base for use by JIBC students that mirrors what is used in the four BC health authorities.

Students will download a client version of the software to be used on their own devices while in the program. Nathan Wright, as administrator of the program will have administrative access to the information stored in the system and have the ability to anonymize, assign student IDs and passwords, as well as perform assessments of the students and the use of the software by term.

Upon completion of the term and assessments, the contents, IDs and passwords will be recycled for subsequent terms.

No personal or confidential information will be stored in the system in Canada or outside of Canada on HealthSpace infrastructure.

The JIBC/HealthSpace will benefit students in the CLO program by preparing them to use standard software that is used by BC Health authorities in the licensing of facilities in British Columbia.

2. Scope of this PIA

The scope of this PIA does not include the provisioning of laptops or other devices for students. It does not cover the creation of additional IDs, passwords or accounts with Health Authorities while the students are in the program.

The scope of the PIA covers a period of 12 weeks when the students are in the program and a period of time of up to 4 months in a practicum setting.



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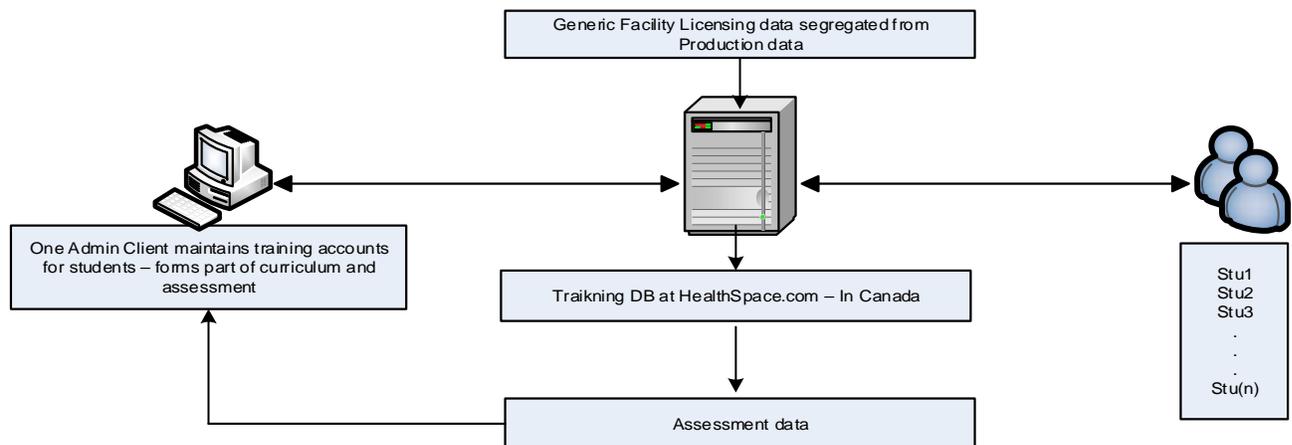
3. Related Privacy Impact Assessments

No other JIBC PIA are related to this JIBC PIA 2015.00

4. Elements of Information or Data

Only generic facility licensing specific information will be accessed for training purposes in the HealthSpace software. Any resulting product from training exercises are anonymized by the design and administration of generic student account IDs and passwords

Data flow diagram for software used in CLO program.



Personal information is not involved in this initiative.

As personal information is not involved, only Parts 1, 6, and 7 are attached to this PIA.



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Part 2 – Protection of Personal Information

As personal information is not involved, Part 2 not included in this PIA.

Part 3 – Security of Personal Information

As personal information is not involved, Part 3 not included in this PIA.

Part 4 – Accuracy/Correction/Retention of Personal Information

As personal information is not involved, Part 4 not included in this PIA.

Part 5 – Further Information

As personal information is not involved, Part 5 not included in this 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).

Privacy Officer/Privacy Office
Representative

Signature

Date



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Part 7 – Program Area Signatures

_____ Program/Department Manager	_____ Signature	_____ Date
_____ 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.