



Privacy Impact Assessment for Non-Ministry Public Bodies

JIBC Bookstore Web Site

PIA# 2016.004

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:	Facilities		
PIA Drafter:	Michael Currie		
Email:	mcurrie@jibc.ca	Phone:	604.528.5971
Program Manager:	Richard Epp		
Email:	repp@jibc.ca	Phone:	604.528.5525

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

1. Description of the Initiative

This is an online system that will allow purchasing of books and other miscellaneous products online. As per the Freedom of Information and Protection of Privacy Act (FOIPP Act), the information entered into the system is not classified as private or confidential information.



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2. Scope of this PIA

This PIA covers the operation of the online bookstore e-commerce website.

3. Related Privacy Impact Assessments

There are no other related PIA's

4. Elements of Information or Data

Contact information for shipping purposes only

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.

- 5. Storage or Access outside Canada
- 6. Data-linking Initiative*

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



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7. 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>	
<p>1. This initiative involves a program or activity that provides a service (or services);</p>	<p>No</p>
<p>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;</p>	<p>No</p>
<p>3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.</p>	<p>NA</p>
<p>Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.</p>	

8. Personal Information Flow Diagram and/or Personal Information Flow Table

Not applicable.

9. Risk Mitigation Table

Not applicable.

10. Collection Notice

Not applicable.

Part 3 – Security of Personal Information

11. Please describe the physical security measures related to the initiative (if applicable).



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The information is in a locked room and access is recorded.

12. Please describe the technical security measures related to the initiative (if applicable).

Not applicable.

13. Does your branch/department rely on any security policies?

Not applicable.

14. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.

Not applicable.

15. Please describe how you track who has access to the personal information.

Not applicable.

Part 4 – Accuracy/Correction/Retention of Personal Information

16. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated? If personal information will be disclosed to others, how will the public body notify them of the update, correction or annotation?

Not applicable.

17. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain. No

18. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.

19. If you answered "yes" to question 17, do you have a records retention and/or disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?

Part 5 – Further Information



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20. Does the initiative involve systematic disclosures of personal information? If yes, please explain.

Not applicable.

Please check this box if the related Information Sharing Agreement (ISA) is attached. If you require assistance completing an ISA, please contact your privacy office(r).

21. Does the program involve access to personally identifiable information for research or statistical purposes? If yes, please explain.

Not applicable.

Please check this box if the related Research Agreement (RA) is attached. If you require assistance completing an RA please contact your privacy office(r).

22. Will a personal information bank (PIB) result from this initiative? If yes, please list the legislatively required descriptors listed in section 69 (6) of FOIPPA. Under this same section, this information is required to be published in a public directory.

Please ensure Parts 6 and 7 are attached to your submitted 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).

None

George Jones

Privacy Officer/Privacy Office
Representative

George Jones

Signature

2016 Dec 13

Date

FEW RISKY



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Part 7 - Program Area Signatures

RICHARD EPP

Program/Department Manager

[Signature]

Signature

Dec 13, 16

Date

MICHAEL LURIE

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

[Signature]

Signature

Dec 13, 2016

Date

PETER KINGSTON

Head of Public Body, or designate

[Signature]

Signature

12/13/2016

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.