



Privacy Impact Assessment for Non-Ministry Public Bodies

JiLive Web Site

PIA# 2019.017

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:	Human Resources		
PIA Drafter:	Paul Monk		
Email:	pmonk@jibc.ca	Phone:	604.528.5660
Program Manager:	Jon Marks		
Email:	jmarks@jibc.ca	Phone:	604.528.5644

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

1. Description of the Initiative

The Ji-Live site allows JIBC employees to manage their personal development and wellness goals. Only employees have access and its use is entirely optional.

The goal of this initiative is to reduce the costs, risks, and improve the quality of the site by:

- Transferring the responsibility for patching, security, and system administration to an expert Software-as-a-Service (SaaS) provider with demonstrated delivery capability and economy of scale in these areas.



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- Transferring the operation of the platform to a SaaS provider who demonstrates contemporary best practices in architecture, security, and service management, in full-compliance with the Freedom of Information and Protection of Privacy Act (BC), notably sections 30, 30.1, and 33.1.
- Deliver consistency of content & configurations across development, staging, and production WordPress environments.

2. Scope of this PIA

The scope of this PIA is the migration of the site (<https://live.jibc.ca/> and all subpages) to a selected, compliant WordPress SaaS provider.

3. Related Privacy Impact Assessments

There are no other related PIA's.

4. Elements of Information or Data

Employee's name, work email, photo, and information related to personal development and wellness goals (wellness events attended, badges, reward points redeemable for small prizes).

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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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).

George Jones

Privacy Officer/Privacy Office
Representative

George Jones

Signature

2019 Dec 19

Date



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Part 7 - Program Area Signatures

Jon Marks
Program/Department Manager

[Signature]
Signature

Dec 19/19
Date

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

Signature

Date

Mike Proud
Head of Public Body, or designate

[Signature]
Signature

Dec 20/19
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.

