



Privacy Impact Assessment for Non-Ministry Public Bodies

SSWD Course Web Site/JIBC

PIA# 2017.003

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 Student Services		
PIA Drafter:	George Jones / Dawn Ursuliak		
Email:	gjones@jibc.ca	Phone:	6045285501
Program Manager:	Mary DeMarinis		
Email:	mdemarinis@jibc.ca	Phone:	6045285787

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

1. Description of the Initiative

SSWD Course website is a public facing website and online course produced for Instructors supporting students with disabilities. It was produced, with subject matter expertise support from JIBC, Selkirk and Camosun College, in response to funding from the Ministry of Advanced Education in the Province of British Columbia. The government of BC is committed to ensuring people with disabilities can access education and training that will enable them to secure meaningful employment.



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2. Scope of this PIA

This PIA covers the JIBC hosted website. The website uses JIBC hosted Wordpress as its platform. (A PIA for JIBC's Wordpress has already been submitted and approved).

3. Related Privacy Impact Assessments

JIBC Wordpress PIA, approved.

4. Elements of Information or Data

There are registrants for the research site. We register them to track whether they have finished the course. This will continue for up to 50 consented people until June 30, 2017 of which then the information will be deleted. Other users do not register.

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

No data is stored 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>	no
<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>	NA
<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>	NA
<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>	
1. This initiative involves a program or activity that provides a service (or services);	Yes
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;	Yes
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	No
<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>	

**** 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.***

For future reference, public bodies are required to notify the OIPC of a “data-linking initiative” or a “common or integrated program or activity” in the early stages of developing the initiative, program or activity. Contact your public body’s privacy office(r) to determine how to proceed with this notification.

Risk Mitigation Table

There is no personal data stored so there is no risk of loss of data.

Part 3 – Security of Personal Information

This initiative does not store any personal information.



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Part 4 – Accuracy/Correction/Retention of Personal Information

This initiative does not store any personal information.

Part 5 – Further Information

This initiative does not store any personal information.

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



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Part 6 - Privacy Office(r) Comments

This initiative does not involve the collection or storage of any personal or confidential information.

George Jones

Privacy Officer/Privacy Office
Representative

George Jones

Signature

2017 Feb 10

Date



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Part 7 - Program Area Signatures

<u>MARY DE MARINIS</u>	<u>[Signature]</u>	<u>Feb 10/17</u>
Program/Department Manager	Signature	Date

<u>Contact Responsible for Systems Maintenance and/or Security (Signature not required unless they have been involved in this PIA.)</u>	<u>Signature</u>	<u>Date</u>
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<u>PETER KIMBATT</u>	<u>PETER KIMBATT</u>	<u>2/10/2017</u>
Head of Public Body, or designate	Signature	Date



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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.