

In the following questions, answer the open-ended questions in the **bolded** prompts. Keep bold font on all answers provided. Answer **Yes / No** questions by deleting the answer that does not apply.

Name of Department: **Communications Services**

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Local: **250-613-7639**

Date: **2023-02-10**

Description and Scope of the Initiative

Describe the purpose of your project/initiative/software. Provide a brief high-level overview of the purpose, who will benefit, and who will be impacted.

- *A consultant has been engaged to conduct and analyze results from a survey that will seek information from CNC alumni in the community. Requests for participants will be distributed via word-of-mouth, website, and social media promotion.*
- *CNC may seek participation in the survey via direct email to alumni depending on the level of engagement.*
- *The survey will be conducted via Survey Monkey, using a CNC account with data stored in Canada.*
- *The survey results will be viewed internally and by a consultant on contract with the college to inform the development an alumni relations strategy.*

All Elements of Information or Data

Using concise point form, list the elements of personal information or data involved/collected in the initiative. Describe the number of people that are to be affected by the information collection.

- *The initial survey will collect anonymized information from respondents with respect to*
 - *How long ago they studied at CNC;*
 - *Their age;*
 - *Their employment status; and*
 - *Opinions on alumni services, communications approaches, and benefits to inform the development of the future alumni relations strategy.*

- *An optional process may collect names and contact information from participants to enter a draw for a gift card as a thanks for their consideration. Those names would only be retained for the purpose of providing the gift cards.*

Location of Where Information is Managed

Will any paper records be managed outside of CNC buildings, or will any electronic records be managed outside of CNC's servers? **Yes**

Does the information manager, vendor, and/or service provider operate from an office outside of Canada? **No**

Does this initiative, information manager, vendor, and/or service provider have any components that temporarily process information outside of Canada? **No**

Does this initiative, information manager, vendor, and/or service provider store information outside of Canada? **No**

Does this initiative back up or make additional copies of information outside of Canada? **No**

Data security, storage, and retention

What physical security safeguards are in place to protect Personal Information in this initiative? Identify the elements of physical security that protect where the records for your initiative are stored (Check all that apply. Specify, "Other" if applicable)

Safeguard	At CNC	At Third Party
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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What technical security safeguards are in place to protect Personal Information in this initiative? Describe the elements of technical security that protect where the records for your initiative are stored (e.g. secure passwords, encryption, firewalls, etc.)

Safeguard	At CNC	At Third Party
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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What administrative safeguards are in place to protect Personal Information? Describe the elements of administrative security that protect where the records for your initiative are stored (e.g. aliasing, aggregation, policies/procedures, standards of practice, etc.)

Safeguard	At CNC	At Third Party
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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[REDACTED]	[REDACTED]	[REDACTED]

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5.1 Controlling and tracking access

Describe any additional strategies used to control and track access, if not indicated above.

Click or tap here to enter text.

Privacy Officer Comments, Conditions & Concerns

This PIA is based on a review of the material provided as of the date above. 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 for approval.

Privacy Office notes

- *Survey does not collect sensitive personal information*
- *CNC's SurveyMonkey account will be used as the survey tool – Canadian servers*
- *Privacy protection schedule in place with the contract*
- ***Communications Services to request and ensure that all personal information and data held by the consultant is provided to CNC at the conclusion of the contract, and copies held by the consultant are to be securely destroyed.***

Approved, Feb 16 2023
Elyse Giddens



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