

Name of Department: Dental Hygiene
PIA Drafter: Jennifer Scott
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Date: March 16th 2023

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.

The Dental Hygiene and Dental Assisting program will provide laptops to allow students to update and maintain patient dental records. The laptops will come with dental software and imaging software that is already in use at CNC.

Students will be required to sign out the laptops for use. Students will provide their first and last names, and student number to the dental program person responsible for tracking and storing the laptop fleet. Laptops will not be permitted to leave the dental wing of the college.

This PIA covers the use of laptops instead of desktops for this purpose.

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 whose personal information will be involved.

Student first and last names

Student numbers

Student logins may be retained by the device after logging in

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 No

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

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

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

Does this initiative back up or make additional copies of information outside of Canada? Yes 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"/>

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[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
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[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>

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[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.

Sign out sheet will be managed by CNC employees and kept in a secure location only accessible to those who require access.

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

Please ensure the laptop users fully understand the following requirements.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Storage and student access

[REDACTED]

13(1)

This initiative approved by Elyse Giddens, Monday March 27th 2023.

[REDACTED]

22(1)