Privacy Impact Assessment
Arduino IDE

PIA#*18-010* *(Office of the University Secretariat to assign)*

Why do I need to do a PIA (Privacy Impact Assessment)?
Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FIPPA. Public bodies should contact the Information Governance Officer to determine internal policies for review and sign-off of the PIA. If you have any questions about this PIA template or FIPPA generally, please contact Adam Cullum (Information Governance Officer) at adam.cullum@unbc.ca or (250) 960-5139 or visit http://www.unbc.ca/foippa.

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 Information Governance Officer 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:	Master of Engineering, Integrated Wood Design
PIA Drafter:	Ryan Stern
Email:	Ryan.Stern@unbc.ca	Phone:	**N/A Moving to new building**
Program Manager:	**Guido Wimmers**
Email:	Guido.wimmers@Unbc.ca	Phone:	

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

1. **Description of the Initiative**

   This is a document pertaining to the use of The Arduino IDE by Arduino in the context of the Master of Engineering, Integrated Wood Design Program. This open source software will be used to write simple code for easily accessible prototype circuit boards to automate, record, and control technical projects.

2. **Scope of this PIA**

   This software will not immediately affect the Master of Engineering, Integrated Wood Design Program as it is an Integrated Development Environment for developing software.

3. **Related Privacy Impact Assessments**

   N/A

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4. All Elements of Information or Data

Intellectual property in the form of source code.

Occupational identity and history information / Employment identity and history information about public body employees (non-invasive personal information)

(There will not be any personal information contained in this product through the proposed use of the software and service that would not be releasable to the public.)

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 the Information Governance Officer for review. You will receive support completing the remaining steps of the PIA.

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Part 6 – Information Governance Officer Comments

This PIA is based on a review of the material provided to the Information Governance Officer 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 for approval.

Arduino IDE software and service can only be used by UNBC employees or in collaboration with other public body employees. If the Master of Engineering, Integrated Wood Design program intends to require, encourage, or provide an option for students or service providers to use Arduino software and services, an amendment to this PIA will need to be completed to incorporate processes of collecting informed consent.

Arduino IDE must not be used to house business sensitive information about UNBC. All use of this service assumes that the Master of Engineering, Integrated Wood Design program is generating information releasable to the public or copyrighted after completion.

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Part 7 – Program Area Signatures

Ryan Stern
_____

Name of Individual leading the
Program/Project
*(Normally the individual who
completed the PIA)*

Signature   Date

Guido WImmers
_____

Program/Department Manager or
Project Sponsor

Signature   Date

Trevor Fuson

_____

Contact Responsible for Systems
Maintenance and/or Security
(if applicable)

Signature   Date

Adam Cullum
_____

Information Governance Officer

Signature   Date

Once the PIA has been approved with or without conditions, the Information Governance Officer will collect signatures from the individuals indicated above. A copy will be provided to all signatories for convenience or to attach to a requisition or file with a contract.

A final copy of this PIA (with all signatures) will be kept on record with the Information Governance Officer.