

Addendum to Privacy Impact Assessment PIA 2215 BookKing

October 5, 2023

Accountability

This initiative falls within the portfolio of the VP Academic. The lead for this initiative is the Manager of Continuing Studies.

Summary

The purpose of the addendum is to enable Continuing Studies to assist with facilitating conference registration for UNBC hosted events. This use is consistent with the design and intended use of the software. Name, contact information, and dietary restrictions will be collected. Continuing Studies will remain the only users with access to the BookKing application; however, event registration information will be shared with relevant departments hosting the event. Information collected will only be used for event registration. Any secondary use of information remains out of scope.

[Redacted text]

| Risk | Likelihood | Impact | Level | Mitigation |
|--------------------------|------------|--------|-------|------------|
| [Redacted table content] | | | | |

Related Documents

Current contract: There is a rolling purchase order based on the 2012 contract. It is recommended to update the contract and include privacy and security schedules.

Collection Notice for event registration: To be added to online event registration form: "Your personal information will be collected for registration into [Conference Name], this information is being collected by UNBC under BC FOIPPA 26(e). if you have any questions contact [Respective Department]."

Unit Procedures: It is recommended that unit procedures are drafted for Continuing Studies use of Booking. These procedures should include all aspects of the data cycle (collection, use, storage, disclosure, and destruction). As booking is used as a personal information bank, procedures will also have to be drafted for creating users, defining access, and auditing user access.

Date of Review

The initiative will need to be reviewed by April 14, 2025.