

## Addendum to Privacy Impact Assessment 22-15 Univerus (formally BookKing)

May 29, 2024

### Accountability

This initiative falls within the portfolio of the VP Academic and Provost. The co-leads for this addendum are the Manager, Continuing Studies and the AVP Outreach and Strategy.

### Scope

The scope of the current addendum is limited to the Office of Research and Innovation using Continuing Studies' registration system, Univerus Rec (formally BookKing) for the Active Minds program. The scope is defined in the letter of agreement between Continuing Studies and Office of Research and Innovation dated April 22, 2024.

### Summary

The purpose of this addendum is to allow Office of Research and Innovation employees to use the Univerus system for the Active Minds program. ORI will collect registration information from program participants and Continuing Studies will assist ORI with use of the system and ensure separation when generating reports.

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Risk	Likelihood	Impact	Level	Mitigation
[Redacted table content]				

### Related Documents

**Current contract:** Univerus contract and April 22, 2024 Letter of Agreement between Continuing Studies and Office of Research and Innovation.

**Retention Schedule:** To be developed within the first year of the addendum. May change depending on whether the agreement is renewed or not.

**Unit Procedures:** To be developed within the first year of the addendum. May change depending on whether the agreement is renewed or not.

### Date of Review

The current addendum is valid for 1 year. The addendum will need to be reviewed by March 31, 2025 in line with the expiry of the agreement.