

# Privacy Impact Assessment

Canadian Webhosting CMS Host Change Continuing Studies

PIA# 16-017 (Office of the University Secretariat to assign)

Form adapted from the BC Government template for Non-Ministry Public Bodies. June 2014

## 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](mailto: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:	Continuing Studies – Online		
PIA Drafter:	Nicole Neufeld		
Email:	<a href="mailto:Nicole.neufeld@unbc.ca">Nicole.neufeld@unbc.ca</a>	Phone:	
Program Manager:	Elliot Wang		
Email:	<a href="mailto:Elliot.Wang@unbc.ca">Elliot.Wang@unbc.ca</a>	Phone:	

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

### 1. Description of the Initiative

*The Learning Management System is changing the host site for the customer interface to Canadian WebHosting.*

### 2. Scope of this PIA

*Only the host site for the customer interface is changing. There are no changes being made to registration pages or merchant pages. Only the online.unbc.ca site which hosts public information is changing where the WordPress site is hosted.*

### 3. Related Privacy Impact Assessments

*PIA related to Continuing Studies Learning Management System completed in 2013*

### 4. All Elements of Information or Data

*Website material for the purpose of advertising services provided by CS Online. No personal information is collected or used in this portion of the overall initiative.*

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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.

## **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.*

*This PIA only applies to the transfer of webhosting for public website information on [online.unbc.ca](http://online.unbc.ca) and does not cover approval for transfer of webhosting for D2L or Course Merchant portions of the Continuing Studies Online Learning Management System.*

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## Part 7 – Program Area Signatures

Nicole Neufeld

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

[Redacted Signature]

Signature

July 14/16

Date

Elliot Wang

Program/Department Manager or Project Sponsor

[Redacted Signature]

Signature

Jul 14, 2016

Date

N/A

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

Signature

Date

Adam Cullum

Information Governance Officer

[Redacted Signature]

Signature

July 14/16

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.

COMPLETED  
INITIATIVE