

PIA 22-016

Course Merchant-Continuing Studies

Status: Renewal of 2013 PIA

Feedback

1. General comments:
 - a. The current PIA and PIA 22-015 for BookKing are very similar in content, and the Manager for Continuing Studies has indicated that the reason for the similarity is that both process, and related software applications, deal with registration for Continuing Studies at UNBC. The scope of PIA 22-016 is for the registration process into asynchronistic online courses, for which Course Merchant is used.
2. Consent Requirements for Collection, Use and Disclosure
 - a. Collection: Privacy Notice: It is recommended that Continuing Studies work with UNBC Privacy to update the Collection Notice, and where the notice is displayed on the website.
 - b. Disclosure: It is recommended that updated PIA's are done for D2L and OCAD U.
3. Part B: Retention Schedule and Method of Destruction of Personal Information
 - a. You have noted that student records are kept indefinitely. It is recommended that you review and update the 2016 draft Records and retention schedule for Continuing Studies.
 - b. It is also recommended that the Continuing Studies retention schedule should align with the Registrar's Student Academic Record retention schedule.
4. Privacy and Security Safeguards
 - a. Please provide copies of:
 - i. Policies (Privacy, access, audit, conditions of use)
 - ii. User Access Matrix (pre-approval by role/responsibility)
 - iii. Consent form (when information is needed by third-party)
5. Privacy Risk Identification and Mitigation:
 - a. The listed 3 risks have been added to the UNBC Privacy Risk Registry.
 - b. If further risks are identified, please contact privacy@unbc.ca.

Related documents

1. Completed IT Security assessment
2. Connected Shopping Ltd. Client Service Agreement
3. 2016 Record Retention Schedule: Continuing Studies
4. 2022 Record Retention Schedule: Continuing Studies

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INITIATIVE

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