

Privacy Impact Assessment

Foxit Phantom PDF and Foxit Reader

PIA# 20-001 (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 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:	Information Technology Services		
PIA Drafter:	Clayton Hanson		
Email:	Clayton.hanson@unbc.ca	Phone:	250-640-1494
Program Manager:	Trevor Fuson		
Email:	Trevor.fuson@unbc.ca	Phone:	250-960-5687

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

1. Description of the Initiative

Information Technology Services (ITS) is changing the application that all students, staff and faculty will be using to read, edit, protect and compile portable document format (PDF) electronic files from Adobe products to Foxit products. This initiative does not substantially change how PDF documents will be utilized by employees of the university but will result in reduced costs to the university and a cosmetic change to the user interface.

Adobe Acrobat reader will be replaced with Foxit Reader.

Adobe Acrobat DC will be replaced with Foxit Phantom PDF

2. Scope of this PIA

Foxit Reader and Foxit Phantom PDF will be deployed in all areas and departments on all campuses

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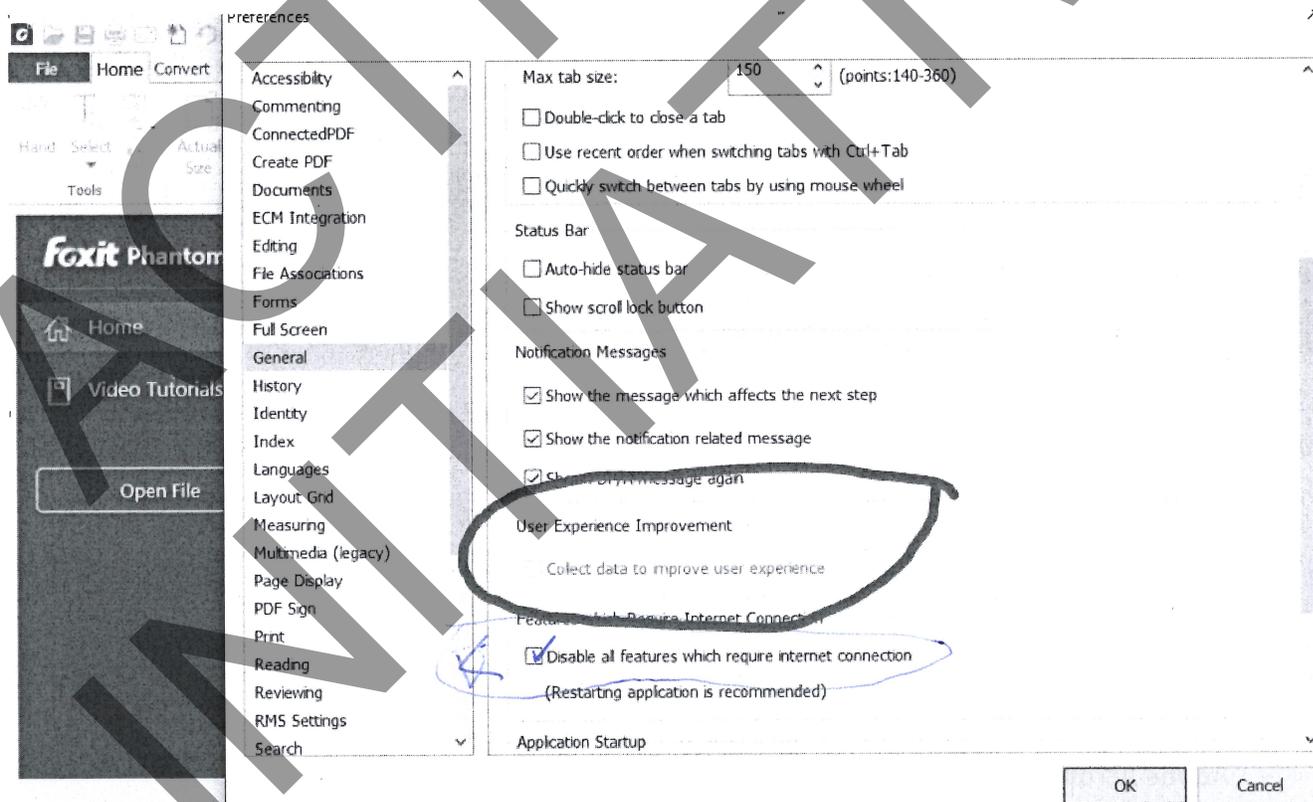
3. Related Privacy Impact Assessments

None

4. All Elements of Information or Data

Any data or information type that would be present in the usual course of business at UNBC at all departments on campus.

Foxit Phantom PDF and Foxit reader will be centrally configured to block all information from leaving UNBC. Foxit will not receive any performance or sample information from files generated using their software. Specifically the User Experience Improvement allowing the option to "Collect data to improve user experience" will be turned off.



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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Please ensure Parts 6 and 7 are attached to your submitted PIA.

Part 6 – Information Governance Officer Comments

This PIA will need to be amended if UNBC can no longer guarantee that information generated on the forms will not be routinely transmitted to Foxit.

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.

ACTIVELY
INITIATIVE

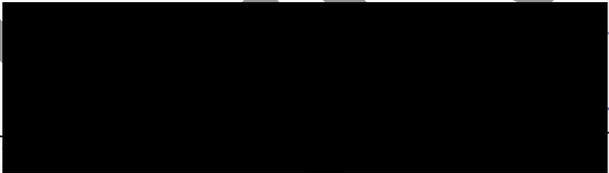
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Part 7 – Program Area Signatures

Clayton Hanson		<u>Jan 24, 2020</u>
Name of Individual leading the Program/Project <i>(Normally the individual who completed the PIA)</i>		Date
Trevor Fuson		<u>Jan 23 2020</u>
Program/Department Manager or Project Sponsor		Date
Dave Kubert		<u>Jan 24, 2020</u>
Contact Responsible for Systems Maintenance and/or Security <i>(if applicable)</i>		Date
Adam Cullum		<u>Jan 24 2020</u>
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.