PIA # and Name-   assigned by Privacy Office

1 General Information

1. Name of Department, Branch and Program Area

Student Life & Orientation

2. Name of Program or Service Representative

Rachelle Munchinsky

3. When will the initiative take place?   4/17/23

4. Is this a one-time event?

[✔] Yes   [ ] No

5. Do you have an end date planned?

[✔] Yes   [ ] No

6. Describe the New Program or Service or the Change.

The new process being initiated is to survey current graduate students to collect opinions and views on graduate student orientation, engagement, and professional development services offered through Student Life & Orientation.

1

7. Describe the Purposes, Goals and Objectives.

The data will inform the development of a graduate student orientation, engagement, and professional development plan. The data will also be used to show the Fees Committee that consultation with graduate students has been done as part of the process of proposing a new fee. If the new fee is approved, the data will also be used to support submission of the Ministry Mandatory Fee Report.

8. Describe the Governance Model – who is ultimately accountable for the program or system.

The lead is Rachelle Munchinsky, Manager, Student Experience & Planning.

9. List any Relevant PIAs

PIA 21-024 Survey Monkey
PIA 20-007 Microsoft 365

10. List of All Stakeholders Impacted / Involved (i.e. who are you collecting information from, UNBC roles using PI, 3rd parties with whom you will share information)

Stakeholder	Role in the initiative
Director of Student Recruitment	Review of raw data and assisting with development of a graduate student orientation, engagement, and professional development plan
Manager, Student Exper & Plan Student Success	Same as above
Grad stdnt Lead & Engag Coord	Same as above and in addition, survey developer, distributor, and data processor
Fees Committee	Reviewer of final development plan/data related to proposed Fee
Ministry Mandatory Fee Committee	Reviewer of final development plan/data related to proposed Fee
NBCGSS	Reviewer of final development plan/data related to proposed Fee

11. List any relevant contracts or software purchases. Be sure to follow UNBC guidelines regarding purchasing policies.

3

2 Collection and Use of Personal Information

12. What are the data or information elements involved in your initiative?

Data Element name, email, id#, grade	Rationale for collection, use or disclosure	Method of Collection or Disclosure	FIPPA Section (completed by Privacy)
Student campus/ location	To identify trends in responses according to campus/geographic location.	**Direct** Indirect	26(e)
Orientation services	To identify Orientation services of value to UNBC graduate students.	**Direct** Indirect	26(e)
Engagement services	To identify engagement services of value to UNBC graduate students.	**Direct** Indirect	26(e)
Professional development services	To identify professional development services of value to UNBC graduate students.	**Direct** Indirect	26(e)
Service delivery mode	To ensure Orientation, engagement and professional development services are delivered via a mode that works for UNBC	**Direct** Indirect	26(e)
Service fee	To see if UNBC graduate students are in favour of, or opposed to, the implementation of a new Graduate Student	**Direct** Indirect	26(e)
Student Life event attendance	To better understand reasons for, and challenges of, graduate students attending Student Life events, and the types of	**Direct** Indirect	26(e)

13. Describe how personal information is to be collected

> Information will be collected using Survey Monkey (UNBC account).
> Link will be shared via email, webiste and UNBC Twitter.

14. If you already have a collection notice, attach it as an appendix.

4

15. Please list all users of PI and Describe how personal information is to be used.

User (UNBC Roles e.g Governance officer)	How the info is used
Director, Student Recruitment & Acting Director, Student Success	1. Identify themes to develop a graduate student orientation, engagement, and professional development plan. 2. To show the UNBC Fees Committee that consultation with graduate students has been done as
Manager, Student Experience & Planning	1. Identify themes to develop a graduate student orientation, engagement, and professional development plan.
Graduate Student Leadership & Engagement Coordinator	1. Identify themes to develop a graduate student orientation, engagement, and professional development plan.
Student Leadership & Engagement Coordinator	1. Identify themes to develop a graduate student orientation, engagement, and professional development plan.
Student Ambassador, Student Life (paid staff position)	1. Identify themes to develop a graduate student orientation, engagement, and professional development plan.
Director, Student Success	1. Identify themes to develop a graduate student orientation, engagement, and professional development plan. 2. To show the UNBC Fees Committee that consultation

5

16. Do you use personal information in your initiative to make a decision about an individual?

☐ Yes   ☑ No

17. If yes, do you have a retention schedule in place related to personal information used to make decisions?

☐ Yes   ☐ No

18. If yes, please your approved information schedule as an appendix.

19. If you answered no, describe how you will ensure the information will be kept for a minimum of one year after it's used to make a decision that directly affects an individual.

> Data will be stored in the Onedrive folder for a minimum of one year and should it be deemed to have no use prior to reaching the one year mark, it will be deleted from the Onedrive folder and Teams for stakeholder access/use.

6 .

3 Storage of Personal Information

20. Is any personal information stored outside of Canada?

[✔] Yes   [ ] No

21. Describe how PI information will be stored

For example, are you using a cloud storage (OneDrive), or Software as a Service (SaaS).

> Survey will be collected using Survey Monkey (UNBC account).
> After survey collection closes, student data will be downloaded from the survey tool and stored in UNBC's Onedrive. Additionally, for stakeholder use, the data will be stored in a private team in Microsoft Teams that only stakeholders have authorization to access.
> Responses will be deleted from Survey Monkey after transfer to UNBC OneDrive.

22. Does your initiative involve digital tools, databases information systems?

[✔] Yes   [ ] No

If yes, please discuss with UNBC Information Security whether you also require a security and threat risk assessment

7

4 Research / Health System Use

23. Do you anticipate that data collected by this program / system will be used for research or health system use?

☐ Yes   ☑ No

If "Yes" answer the following questions, if"No" please proceed to the next section.

24. Please explain and provide details of data state (aggregate, de-identified, anonymized etc.)

25. Will it be disclosed as part of Health System Use?

Provide details on the disclosure, including where and how personal information will be stored.

26. Will it be disclosed as part of Research / Open Data?

Provide details on the disclosure, including where and how personal information will be stored.

8

5 Disclosure

27. Will you be disclosing information to 3rd parties (i.e. non-unbc employees?

☐ Yes   ☑ No

If "Yes" answer the following questions, if "No" please proceed to the next section.

28. To whom will you be disclosing personal information? Provide details on the disclosure, including where and how personal information will be stored.

No personal information will be disclosed. Aggregated reports will be shared with non-UNBC stakeholders.

29. If personal information will be disclosed to anyone outside of Canada, provide details on the disclosure, including where and how personal information will be stored.

NA

9

6 Accuracy and Correction

30. How will you make sure that the personal information collected is accurate and complete?

Respondents complete the survey themselves,

31. Do you have a process in place to correct personal information?

☐ Yes   ☑ No

32. If yes, please describe your process below?

NA

33. Describe the process of how you will make a note on the record, if you're not able to correct the record itself.

Should a respondent reach out to correct personal information, where feasible, a comment will be inserted on their survey response form noting the correction, indicating a date that the correction was made. The electronic request for the correction will also be kept on file with the survey response data.

34. If you receive a request for correction from an individual and you know you disclosed their personal information in the last year, FOIPPA requires you to notify the other public body or third-party recipient of the request for correction. How will you ensure that you conduct these notifications when necessary?

NA

10

UNBC *UNIVERSITY OF NORTHERN BRITISH COLUMBIA*

7 Personal Information Banks

A personal information bank is a collection of personal information that is organized or searchable by the name of the individual or an identifying number, symbol, or other identifier. A personal information bank can be a simple list of personal information. Personal information banks contain personal information that is:

- linked to an identifiable individual
- organized and capable of being retrieved by a personal identifier
- normally compiled for a single purpose

35. Will your initiative result in a personal information bank?

[ ] Yes   [✔] No

If "Yes", answer the following questions, if "No" please proceed to the next section.

36. Describe the business purpose for the information bank (i.e., account management of clients, student record management)

37. If aggregate reports are generated, explain how Personal Information will be de identified or anonymized and by whom?

11

38. Describe the category of users and the information to which they will have access

Category of Users

Information accessed (i.e. contact info, grades, fee etc.)

12

39. Who is responsible for oversight of user access?

40. Who reads the audit logs, and how long are they kept?

41. What does the audit log track? How detailed is the data (e.g., date stamps, time stamps, access control number, IP address, etc.)? Does the audit log include the purpose of an access?

42. Are the audit logs immutable?

☐ Yes　　☐ No

43. Is there a separation of responsibility between those who supervise administration of the system, or security of the system, and those who verify the audit logs (e.g., does the auditor in the organization have a role, or is it the security department?)

☐ Yes　　☐ No

44. Is the system responsive or passive? For instance, is it possible to put a monitor on particular individuals (e.g., in a hospital setting, if a celebrity is admitted as a patient, etc.)? Will access produce an immediate response and not just a log entry for review months later?

45. How will those found to abuse access privileges be sanctioned ?

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8 Privacy and Security Safeguards

46. Describe administrative safeguards (i.e. policy documents, procedures, or training).

47. Describe physical safeguards (i.e. locked, filing cabinets, locked doors, or restricted areas).

48. Describe the controls in place to prevent unauthorized access to personal information (i.e. role-based access to software, access logs).

49. Describe technical safeguards (i.e. firewalls, encryption, or intrusion prevention systems).
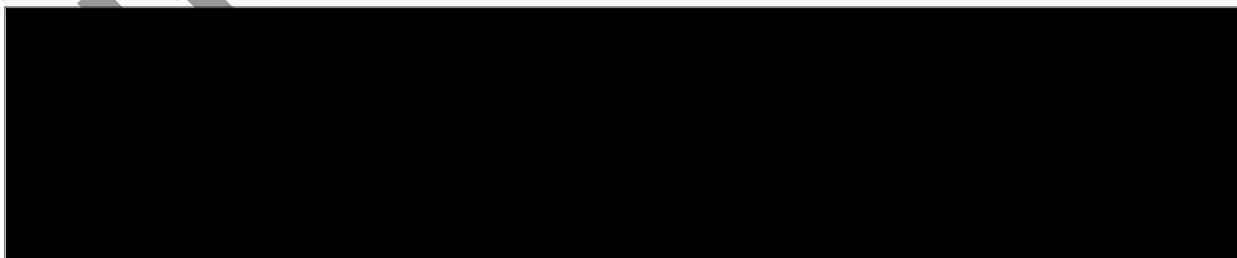
9 Privacy Risk Identification and Mitigation

50. Identify any privacy risks, even very unlikely ones, associated with the initiative and the mitigation strategies that will be implemented (see risk classification table).

Try to include at least one risk related to each step is the information cycle (collection, storage,access, disclosure, and destruction. **If you are disclosing or storing data outside of Canada you will need to identify additional risks related to storage/disclosure outside of Canada**

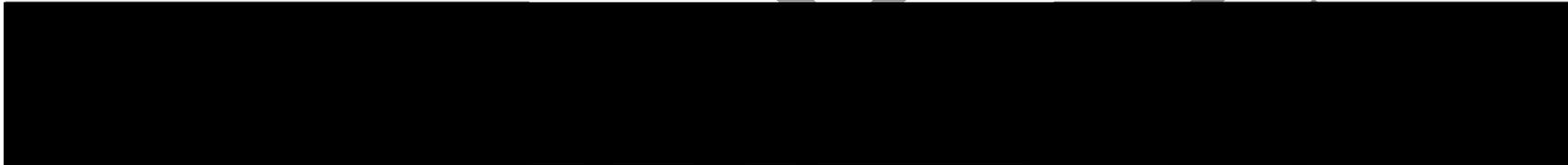| RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGY

16

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGY
	Low / Moderate / High	Low / Moderate / High	
	Low / Moderate / High	Low / Moderate / High	
	Low / Moderate / High	Low / Moderate / High	

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10 Data Linking

In FOIPPA, "common or integrated program or activity" is strictly defined. Answer the following questions to determine whether your initiative qualifies as "a common or integrated program or activity" under the Act. If you answer "yes" to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.

51. Does this initiative involve a program or activity that provides a service(s) through a public body and at least one other public body or agency working collaboratively to provide that service?

☐ Yes   ☑ No

52. Does this initiative involve a program or activity that provides a service(s) through a public body that is working on behalf of one or more other public bodies or agencies?

☐ Yes   ☑ No

53. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the Regulations? (Privacy Officer will answer).

☐ Yes   ☑ No

> If this PIA addresses a common or integrated program, UNBC must submit this PIA to the Office of the Information and Privacy Commissioner and be subject to their examination, advice, and timelines.

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11 Conclusions and Approvals

Individual leading the Program/Project: Rachelle Munchinsky

Position: Manager, Student Experience & Planning

I confirm the information management practices in this initiative have been documented as accurately as I am aware. I commit to communicating appropriate information management practices to all individuals participating in this initiative. I commit to following the documented practices on this PIA, or arranging a PIA amendment if I am aware information management practices in this initiative change.

Signature:_____Date: April 26, 2023

_____

Director/Dean Overseeing the Program/Project:

I am accountable for overseeing my staff involved in this initiative to ensure they adhere to information management practices presented in this PIA. I will arrange for the project lead named above to contact the Privacy Officer to arrange a PIA amendment if required.

Signature:_____Date: May 3, 2023

_____

Vice President   Academic and Provost

I confirm that this initiative to the best of my knowledge, as written in the above sections, has information management practices that complies with policies and procedures of the University of Northern British Columbia.

Signature:_____Date: June 6, 2023

_____

Name of Privac

Position: Governance Officer – Access, Privacy and Records Management

I confirm that this initiative to the best of my knowledge as written in the above sections, has information management practices that comply with British Columbia's
Freedom of Information and Protection of Privacy Act.

Signature:_____Date: June 5, 2023

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12 Privacy Notice

The landing page of the survey will contain the following:

This survey is for current UNBC graduate students. The purpose of this survey is to collect feedback on UNBC graduate student orientation, engagement, and professional development services offered through Student Life & Orientation. This information is being collected by UNBC under FOIPPA 26(e). If you have any questions about the collection of this personal information, please contact: Rachelle.Munchinsky@unbc.ca.

Would you like to participate in this survey?

☐ Yes

☐ No

13 Key Terms

"**personal information**"means recorded information about an identifiable individual, including,

(a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,

(b) information relating to the education or the medical, psychiatric,psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,

(c) any identifying number, symbol or other particular assigned to the individual,

(d) the address, telephone number, fingerprints or blood type of the individual,

(e) the personal opinions or views of the individual except where they relate to another individual,

(f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature,and replies to that correspondence that would reveal the contents of the original correspondence,

(h) the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Risk Classification Table

*Risk Levels	Likelihood	Harm
Low	Little possibility that the risk will occur due to mitigating factors	Compromise would likely not result in any significant harm to the privacy, safety, or economic standing of individuals or the corporation.
Moderate	A possibility that the risk will occur if no additional measures are taken.	Compromise would likely cause some harm to the privacy, safety, or economic standing of individuals or the corporation.
High	Near certainty that the risk will occur in the future if no corrective measures are taken.	Compromise would likely cause significant and immediate harm to the privacy, safety, or economic standing of individuals or the corporation.

Graduate Student Orientation, Engagement & Professional Development Services Survey

For the purposes of this survey 'UNBC' or 'the university' refers to the University of Northern British Columbia which includes campuses in:

- Northwest in Terrace – situated on the unceded traditional Ts'msyen territory of the Kitsumkalum and Kitselas First Nation.
- Peace River-Liard in Fort St. John – situated on the traditional lands of the Dane-zaa peoples of the Doig River First Nation, Blueberry River First Nation, and Halfway River First Nation.
- Prince George - situated on the unceded traditional territory of the Lheidli T'enneh.
- Prince Rupert satellite campus – situated on the unceded traditional Tsimshian territory of the Lax Kw'alaama Band and Metlakatla First Nation.
- South-Central in Quesnel – situated on the unceded traditional territories of the Lhtako Dene Nation, Nazko First Nation, Lhoosk'uz Dene Nation and ?Esdilagh First Nation.
- Wilp Wilxo'oskwhl Nisga'a Institute (WWNI).

1. Are you currently studying primarily in-person at one of the UNBC campuses?

☐ Yes
☐ No

2. If yes, please identify the campus you are primarily studying in-person at.

☐ Northwest in Terrace
☐ Peace River-Liard in Fort St. John
☐ Prince George
☐ Prince Rupert satellite campus
☐ South-Central in Quesnel
☐ Wilp Wilxo'oskwhl Nisga'a Institute (WWNI)

3. If no, in what home community do you study in?

Fill in the blank

4. Thinking back to being a new Graduate student at UNBC, what Orientation services would have benefitted you? Check all that apply and/or add ideas in the "other" section.

Information pre-arrival via:
☐ Email
☐ Webinar
☐ Virtual workshops
☐ Self-paced online orientation modules

☐ A virtual campus tour
☐ Other:_____

Information in-person upon arrival via:
☐ Campus tours
☐ Social engagements (e.g. mature student meet and greet)
☐ Workshops
☐ Peer-to-peer support
☐ A UNBC services unit Fair
☐ Cultural events
☐ Other:_____

5. What Graduate student engagement services have value to you? Check all that apply and/or add ideas in the "other" section.

☐ A newsletter with information on UNBC Graduate student services and deadlines, events, employment/funding opportunities etc.
☐ Social events (e.g. game nights, trivia, recreational outings etc.)
☐ Meetups to discuss topics such as: imposter phenomenon, conflict in the lab, grad school challenges etc.
☐ Speed networking
☐ Study sessions
☐ A student/faculty mixer
☐ An academic success event
☐ A career success event
☐ Graduate Student Workshops from the Library
☐ One-on-one appointments with a Liaison Librarian to obtain assistance with strategic searching, literature reviews, research databases, citation management (Zotero), Sage research methods etc.
☐ Enrolment information sessions that cover items such as program approvals, forming a supervisory committee etc.
☐ Capstone (i.e. thesis/dissertation) completion planning information sessions
☐ Other:_____

6. What Graduate student professional development topics have value to you? Check all that apply and/or add ideas in the "other" section.

Career Readiness
☐ Career options/exploration
☐ Finding and applying for a job
☐ Resumes and cover letters
☐ Interviewing
☐ Preparing my academic CV

Academic

☐ Preparing excellent fellowship applications
☐ Applying for scholarships as a doctoral/PhD student
☐ Applying for scholarships as a Master's student
☐ Building effective supervisory relationships
☐ Intellectual Property/Copyright and academic work
☐ Academic and scholarly integrity
☐ Understanding the research process (i.e. developing a research question, searching for literature, writing a literature review, communicating findings, citations, and the perils of plagiarism)
☐ Thesis, doctoral and project defence procedures
☐ Formatting your thesis
☐ Preparing and submitting your thesis
☐ Understanding the ethics application process
☐ Preparing and submitting your ethics application
☐ Ways to improve your teaching skills
☐ Integrating storytelling into research
☐ Putting it into words: the why's and how's of honing the key messages of your research
☐ From the editor's desk: ins and outs of publishing research
☐ Habits of academic writers

Soft Skills

☐ Academic-based conflict resolution
☐ Leveraging your strengths for success
☐ Self-care strategies for managing stress and avoiding burnout
☐ Assertiveness
☐ Resilience and anxiety
☐ Imposter phenomenon
☐ Perfectionism
☐ Procrastination/staying motivated
☐ Time management
☐ Setting practical goals
☐ Productivity
☐ Meeting and talking to new people
☐ Equity, diversity, and inclusion
☐ Critical thinking
☐ Other:_____

7. Please complete the following statement by checking the box(s) that apply to you. I am more likely to attend orientation, student engagement, and/or professional development activities that are:

☐ In-person
☐ Virtual

Hybrid (both in-person and virtual)

8. Currently, undergraduate students are the only UNBC students charged a fee that supports orientation, engagement, and professional development activities through the Student Life & Orientation department at UNBC. To offer a fulsome suite of orientation, engagement and professional development opportunities for Graduate students, a one-time mandatory fee of $43.30 would need to be charged to all **new** Graduate students. If you were a new Graduate student, would you see value in paying the one-time fee to receive orientation, engagement, and professional development services?

 Yes
 No

Please provide an explanation for your choice:

9. Please provide any additional thoughts/comments that you have regarding orientation, engagement, and professional development services for Graduate students at UNBC.

Insert comments box

10. Rate the previous events held by Student Life and Orientation that you have attended from 1 to 5. (1 extremely dissatisfied, 5 extremely satisfied).

Name of event:	1	2	3	4	5
Mature student meet and greet					
Paint night					
Movie nights					
Trivia nights					
Stress Busters					
Three-Minute Thesis Competition					
Campus tours					
Orientation social in the Doug Little Lounge					
Graduate Student Information Session					
Other event:					

Please provide any feedback that you have on the event(s) you attended.

Insert comments box

11. If you have not attended any Student Life and Orientation events, what was the reason? Rate each reason based on the level of applicability to you from 1 to 5 (1 least applicable, 5 most applicable).

Timing of event(s)	1	2	3	4	5
Type of events offered	1	2	3	4	5
Other restrictions (Family, busy schedule etc.)	1	2	3	4	5
Lack of communication regarding occurrence of event(s)	1	2	3	4	5
You are unable to participate in on campus events	1	2	3	4	5

12. What types of Student Life activities would you be interested in participating in?

Insert comments box

13. Rate the previous Library Graduate Student Workshops that you have attended from 1 to 5. (1 extremely dissatisfied, 5 extremely satisfied).

Workshop Topic:	1	2	3	4	5
Strategic Searching					
Literature Reviews					
Research Data Management					
Citation Management (Zotero)					
Sage Research Methods					
Other Topic:					

Please provide any feedback that you have on the workshop(s) you attended.

Insert comments box

14. If you have not attended any Library Graduate Student Workshops, what was the reason? Rate each reason based on the level of applicability to you from 1 to 5 (1 least applicable, 5 most applicable).

Timing of workshop(s)	1	2	3	4	5
Type of workshops offered	1	2	3	4	5
Other restrictions (Family, busy schedule etc.)	1	2	3	4	5

Lack of communication regarding occurrence of workshop(s)	1	2	3	4	5
You are unable to participate in on campus workshops	1	2	3	4	5

Thank you for sharing your voice by taking part in our survey!