

PIA # 20-014 (Privacy Officer to Assign)

HRL Calendly Booking Tool

Form A

Please review the entire form before you answer any questions. Providing more information than the questions asks, providing information answering the wrong questions, or leaving sections blank will delay Privacy Officer approval.

In the following questions, answer the open ended questions in the **bolded** prompts. Keep bold font on all answers provided. Answer **Yes / No** questions by deleting the answer that does not apply. Do not add open ended text to **Yes / No** responses.

Name of Department: **Housing & Residence Life**

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Description and Scope of Information Management

Describe the purpose of your project/initiative/software. Describe a brief high level overview of the functions, who will benefit from those functions, and who will be impacted if that is not transparent. Indicate if there are groups that are restricted from use and the reason for proposed restrictions. Describe whether there are other reference documents including previous PIAs, whitepapers, or compliance documentation that may support this assessment.

The purpose of the software will be to provide an easy booking tool for residents (UNBC Students) to use. Utilizing Calendly, residents will be able to schedule a time to drop in to the Housing Office and speak with a member of the Housing & Residence Life Team. The tool will allow the Housing & Residence Life Team to limit the number of residents inside the Housing Office at any period, following the University’s COVID-19 protocol.

The tool also allows members of the Housing and Residence Life Team to manage the time-slots residents can book an appointment, based on the availability of the Housing and Residence Life Team. Residents can easily cancel or modify appointments, and receive appointment confirmation/reminders.

The Calendly account will only be managed by 3 members of the Housing & Residence Life Team: (1) Residence Life Coordinator, (2) Student and Guest Services Representative, and (3) Manager, Housing & Residence Life. Management of account will include: (1) Setting up appointment time slots and (2) Setting up meeting type shells. No other members of the Housing & Residence Life Team will access the account, including any student employees or student volunteers. Each authorized member who can access the account have a different username and password, unique to his or her role.

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All Elements of Information or Data

Using concise point form, please list the elements of information or data involved in the initiative, even if no personal information is involved. This could include client’s name, age, address, work/home email, work/home phone number, educational history, employment history, work status, health information, financial information, photos, comments on a blog, or information specific to your subject area.

1. **Student’s First Name**
2. **Student’s UNBC Email Address**
3. **Optional: What’s the reason for your Drop In visit?**

Location of Where Information is Managed

Does the information manager, vendor, and / or service provider operate from an office outside of Canada? **Yes**

Does any user of the information managed in this initiative access this information from outside of Canada beyond during short-term temporary travel? **Yes**

Does this initiative have any components that temporarily process information outside of Canada? **Yes**

Does this initiative store information for operational use outside of Canada? **Yes**

Does this initiative back up or make additional or redundant copies of information outside of Canada? **Yes**

Privacy Officer Comments, Conditions & Concerns

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.

Since the reason for the drop-in visit is open ended, the reason for the visit could include sensitive personal information about third parties, and this information is stored outside of Canada, I will ask that Form B is completed.