

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: | Master of Engineering, Integrated Wood Design | | |
| PIA Drafter: | Ryan Stern | | |
| Email: | Ryan.Stern@unbc.ca | Phone: | N/A Moving to new building |
| Program Manager: | Guido Wimmers | | |
| Email: | Guido.wimmers@Unbc.ca | Phone: | |

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

1. Description of the Initiative

This is a document pertaining to the use of Kicad by Kicad dev team in the context of the Master of Engineering, Integrated Wood Design Program. This open source software will be used to design electronic circuits and fabrication tool paths for printed circuit boards. This application is not cloud based and can contain information within UNBC servers.

2. Scope of this PIA

This software will not immediately affect the Master of Engineering, Integrated Wood Design Program as it is an EDA (Electronics Design Automation Suite) for developing electronics designs.

3. Related Privacy Impact Assessments

N/A

4. All Elements of Information or Data

Intellectual property in the form of electronics design automation

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.

COMPLETED INITIATIVE

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.

If changes are made to the use of KICAD that would allow data to leave the custody and control of UNBC, complete an amendment to this PIA.

COMPLETED
INITIATIVE

Part 7 - Program Area Signatures

Ryan Stern

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

Signature

Date

Guido Wimmers

Program/Department Manager or
Project Sponsor

Signature

Date

Trevor Fuson

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

Signature

Date

Adam Cullum

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.