

### 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](mailto: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 MakerBot Print in the context of the Master of Engineering, Integrated Wood Design Program. This Free software will be used to Prepare files specifically for Makerbot additive manufacturing machines.*

### 2. Scope of this PIA

*This software will not immediately affect the Master of Engineering, Integrated Wood Design Program as it only manipulates 3d STL files*

### 3. Related Privacy Impact Assessments

*This section will identify if any other PIAs have been completed or are in the processes of being conducted that are related to this PIA. The Information Governance Officer may need to complete this question.*

#### 4. All Elements of Information or Data

*Manipulated Intellectual property files designed in fusion 360 or blender*

*Occupational identity and history information / Employment identity and history information about public body employees (non-invasive personal information)*

*(There will not be any personal information contained in this product through the proposed use of the software and service that would not be releasable to the public.)*

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  
INITIATED

### **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.*

*Makerbot Print software and service can only be used by UNBC employees or in collaboration with other public body employees. If the Master of Engineering, Integrated Wood Design program intends to require, encourage, or provide an option for students or service providers to use Makerbot Print, an amendment to this PIA will need to be completed to incorporate processes of collecting informed consent.*

*Makerbot Print must not be used to house business sensitive information about UNBC. All use of this service assumes that the Master of Engineering, Integrated Wood Design program is generating information releasable to the public or copyrighted after completion.*

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.