

### 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/foipppa>.

### 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:	Geoffrey R. Weller		
PIA Drafter:	Susie Wilson		
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Department Manager:	Heather Empey		
Email:	<a href="mailto:Heather.empey@unbc.ca">Heather.empey@unbc.ca</a>	Phone:	250 960 6612

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

### 1. Description of the Initiative

*Mendeley is an academic referencing system that allows individuals to accurately cite sources in papers, create resource libraries, share documents and develop an academically oriented social media profile.*

### 2. Scope of this PIA

*Mendeley will only be used for activities that fall outside of the scope of FIPPA. The software will not be deemed appropriate for the transmission or storage of any records containing personal information*

### 3. Related Privacy Impact Assessments

N/A

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

*First and last name, email, association with UNBC (optional), intellectual property.*

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 – Comments, Conditions & Concerns

*Mendeley can be used as an instructional tool or academic research tool but must remain optional. Instructors or equivalent are responsible for reviewing the risk of students, or other types of trainees providing information into external services that UNBC does not have custody and control of.*

*Mendeley cannot be used for any administrative activities, institutional reviews or quality assurance studies for the University of Northern British Columbia due to the inability for data residency requirements to be met by using Mendeley's services.*

*Any changes to the scope of use must be approved by the Information Governance Officer or employee designated as Privacy Officer.*

*IT Security reserves the present and future ability to restrict portions or the entirety of Mendeley's services if current or future plug-ins cause any security vulnerability to UNBC systems.*

Pending  
successful  
assessment



COMPLETED  
INITIATIVE

# Privacy Impact Assessment

## Mendeley

Form adapted from the BC Government template for Non-Ministry Public Bodies. June 2014

PIA# 18-019 (Office of the University Secretariat to assign)

### Part 7 - Program Area Signatures

Susie Wilson

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

Signature

Oct 3, 2018  
Date

Heather Empey

Director or Dean Overseeing the Program/Project

Oct 3/18  
Date

Annette Doyle  
~~Dave Kubert~~

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

10/10/18  
Date

Adam Cullum

Information Governance Officer  
(Privacy Officer)

Oct 3, 2018  
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.