

### 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:	Continuing Studies		
PIA Drafter:	Nicole Neufeld		
Email:	<a href="mailto:Nicole.neufeld@unbc.ca">Nicole.neufeld@unbc.ca</a>	Phone:	250-960-5912
Program Manager:	Lisa Haslett		
Email:	<a href="mailto:Lisa.Haslett@unbc.ca">Lisa.Haslett@unbc.ca</a>	Phone:	250-960-6443

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

### 1. Description of the Initiative

The purpose of the Pre-MBA Program is to prepare students from Tianjin University of Technology (TUT) in China requisite knowledge and skills necessary to complete the UNBC MBA program, and prepare them for the academic demands of intensive MBA studies in Canada.

This program familiarizes students with intensive educational programming in an English-orientated environment consistent with the student experience MBA enrollees will endure. The Pre-MBA Program also instructs students of critical knowledge and skills applicable to earn an MBA Degree, including:

- 1) Business knowledge consolidation in English
- 2) Canadian culture awareness
- 3) Research methodology
- 4) Knowledge of Canadian university rules and regulations, etc.
- 5) Essential Soft skills enhancement.

This Pre-MBA program, planned in collaboration with Tianjin University of Technology, is a four-month (16 weeks) intensive program, which includes eight weeks of advanced English and university skills studies, and eight weeks of three fundamental business-course studies. Upon completion of the Pre-MBA Program, students will earn full admission into the UNBC MBA Degree.

### 2. Scope of this PIA

Collection and sharing of the student information for the purpose of enrolment, and payment. Departments involved: Continuing Studies, Registrars Office.

### 3. Related Privacy Impact Assessments

N/A

### 4. All Elements of Information or Data

Legal name, preferred name, permanent address, mailing address, citizenship, first language, program of study, date of birth, gender, marital status, academic history, student number

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.

### Part 2 – Protection of Personal Information

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

#### 5. Storage or Access outside Canada

Information will be stored on UNBC's SharePoint site, which is hosted internally. Information regarding Tianjin University of Technology students taking UNBC courses will be loaded onto our servers from Tianjin Shi, China. Students sign a consent form indicating they understand that information is being provided to UNBC and that they accept that transfer of information. Students, instructors and the courses being taught for this pre-MBA program will take place in Tianjin Shi, China. All long-term storage of information regarding the admission and payment process will occur on UNBC's servers either through SharePoint or loaded into Banner Student. Paper application packages will be transferred back to UNBC as soon as possible. Instructors will be responsible for managing and transferring back all grades and other student information required for loading into Banner Student once registration is complete.

#### 6. Data-linking Initiative\*

In FIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.

1. Personal information from one database is linked or combined with personal information from another database;	No
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	No
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	No
<b>If you have answered "yes" to all three questions, please contact the Information Governance Officer to discuss the requirements of a data-linking initiative.</b>	N/A

# Privacy Impact Assessment

## TUT Pre-MBA program

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

PIA# 17-013 (Office of the University Secretariat to assign)

### 7. Common or Integrated Program or Activity\*

In FIPPA, "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.

1. This initiative involves a program or activity that provides a service (or services);	Yes
2. Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	No
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	No
Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.	N/A

**\* Please note: If your initiative involves a "data-linking initiative" or a "common or integrated program or activity", advanced notification and consultation on this PIA must take place with the Office of the Information and Privacy Commissioner (OIPC) as well. Contact the Information Governance Officer to determine how to proceed with this notification and consultation in the early stages of developing the initiative, program or activity.**

### 8. Personal Information Flow Diagram and/or Personal Information Flow Table

Personal Information Flow Table			
	Description/Purpose	Type	FIPPA Authority
1.	The Office of the Registrar at UNBC will request that ITS set up a SharePoint site access to provide access to TUT representatives to submit student application forms.	Storage	30.1(a), 30.1(c)
2.	The TUT representative will be responsible for collecting all the applications and supporting documents, and upload to	Collection	26(c), 26(d)

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	<i>the SharePoint by creating a folder for each applicant.</i>		
3.	<i>The TUT representative will open sealed reference letters and scan a copy into each applicant's folder;</i>	Collection / Use	26(c), 26(d), 32(a), 32(b)
4.	<i>The TUT representative will mark "COMPLETE" for each complete application in SharePoint when it is ready for admission;</i>	Use	32(a), 32(b)
5.	<i>The Office of the Registrar will download applications from SharePoint to complete the standard admissions process for these students. Students' admissions information is loaded into Banner Student during this step.</i>	Disclosure	33.1(1)(b), 33.1(1)(e)
6.	<i>The Office of the Registrar uploads Letters of Acceptance to Pre-MBA program for TUT students to SharePoint;</i>	Disclosure	33.1(1)(e.1)
7.	<i>The TUT representative will print off all the letters for students' signatures;</i>	Use	32(a), 32(b)
8.	<i>Once students accept the offer, the TUT representative will upload all signed letters to SharePoint under one folder "Signed Letter";</i>	Collection	26(c), 26(d)
9.	<i>The TUT representative will bundle each application into a separate envelope and put all of the envelopes into a larger envelope and courier the package to UNBC.</i>	Collection	26(c), 26(d)
10.	<i>The TUT Representative will direct students to fill out the credit authorization form (one form per student);</i>	Collection	26(c), 26(d)
11.	<i>The TUT Representative will fax all the forms with a summary sheet on the top to Cashier's Office.</i>	Collection / Disclosure	26(c), 26(d), 33.1(1)(i.1)
12.	<i>The Cashier's Office will process payment in FAST. The status in Banner Student will change to indicate that the fees have been paid.</i>	Use / Disclosure	32(a), 32(b), 33.1(1)(i.1)
13.	<i>Continuing Studies Coordinator ensures application information reaches the Office of the Registrar and that the Banner Student record is updated to indicate the student has paid and is registered in the pre-MBA courses.</i>	Accuracy / Disclosure	28, 33.1(1)(e)
14.	<i>Grades for courses, changes in student personal information, and the status of completing the program utilize the same transfer of information process. TUT representatives will load the data in SharePoint, then the</i>	Collection / Use / Disclosure	26(c), 26(d), 32(a), 32(b), 33.1(1)(e), 33.1(1)(e.1)

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	Office of the Registrar will load the information into Banner - Student		
15.	The transfer of any information is verified between TUT and Continuing Studies, then between Continuing Studies and the Office of the Registrar. Once the information is loaded into Banner – Student, FAST portal, or added to the Official Student File, all copies of information in the SharePoint site will be deleted.	Disposition	31

### 9. Risk Mitigation Table

Please identify any privacy risks, even very unlikely ones, associated with the initiative and the mitigation strategies that will be implemented. Please provide details of all such strategies. Also, please identify the likelihood (low, medium, or high) of this risk happening and the degree of impact it would have on individuals if it occurred.

**Examples can be removed and additional lines added as needed.**

Risk Mitigation Table			
	Risk	Mitigation Strategy	Impact
1.			
2.			
3.			
4.			

### 10. Collection Notice

#### Continuing Studies Privacy Statement for International Students

The University of Northern British Columbia collects, retains, uses, discloses and disposes of the information provided on this form according to the *Freedom of Information and Protection of Privacy Act [RSBC 1996 c. 165]*. The information provided will be used to: make a decision to admit the student, confirm identity of the student, confirm sponsorship arrangements, confirm eligibility to study in Canada, confirm enrolment numbers, process payments and refunds, generate class lists for instructors, and ensure that grades and certificates are assigned to the correct student. Information from this form may be aggregated to develop statistics for research and planning purposes.

Continuing Studies must disclose some information on this form to other departments of the university to complete administrative processes including: Finance department for managing the sponsorship of a UNBC student, Ancillary Services department to approve the grade form, the instructor to facilitate the course, and the Registrar's Office to allow the student in an applicable course to receive course credit. Continuing Studies must directly disclose some information on this form to external organizations and individuals including: the sponsor for the individual that is not a UNBC student, the agent or agency facilitating the admission and enrolment of the student, the homestay family caring for the student, Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA) offices to monitor international student activity, and the contracted instructor if the instructor teaching the course is not a UNBC faculty member. Personal information on this form may need to be shared with a service provider responsible for the repair and maintenance of electronic systems.

The student has the right to revoke consent to the collection, use, retention, and disclosure of personal information at any time, but doing so will result in consequences including, but not limited to, forfeiting registration in the course. Withdrawing from a course and refunds are handled as per policies located at <http://online.unbc.ca/index.php/policies/>. For more information about how your personal information and privacy are managed at UNBC, visit [www.unbc.ca/foippa](http://www.unbc.ca/foippa).

I have read, understand, and agree to the privacy statement. I also understand that I have the option to seek clarification about any part of this statement before I sign.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Sponsor (if applicable): \_\_\_\_\_

### Part 3 – Security of Personal Information

*Please consult with the Information Governance Officer, the Chief Information Officer or the IT Security Officer when filling out this section if you have any questions.*

11. Please describe the physical security measures related to the initiative (if applicable).

[REDACTED]

12. Please describe the technical security measures related to the initiative (if applicable).

[REDACTED]

13. Does your department rely on any security policies? If so, indicate here:

[REDACTED]

14. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.

[REDACTED]

15. Please describe how you track who has access to the personal information.

[REDACTED]

### Part 4 – Accuracy/Correction/Retention of Personal Information

16. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated. If personal information will be disclosed to others, how will the public body notify them of the update, correction or annotation?

*Authorized personnel will update student information when necessary and the Continuing Studies Coordinator will ensure that the updates are forwarded to the Office of the Registrar.*

17. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain.

Yes

18. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.

To determine eligibility to enter Pre-MBA course. To determine grades and completion of the pre-MBA program. On the spot auditing measures will take place where information provided from TUT to UNBC will be confirmed once it arrives in SharePoint, and Continuing Studies will confirm with the Office of the Registrar that changes have been completed as necessary.

- 19. If you answered “yes” to question 17, do you have a records retention and/or disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?**

Admissions data will be kept for one year before being added to the official student file for attending students, while being disposed of for those that apply but are not accepted or those that are accepted but do not attend. Information will remain on SharePoint for only as long as it takes to conduct operational processes and confirm the accuracy of the information provided.

### Part 5 – Further Information

- 20. Does the initiative involve systematic disclosures of personal information? If yes, please explain.**

There will be exchanges of information per semester this program is in place for the application/admission process, grades management, and correction of personal information. ISA will be attached as an appendix in an upcoming amendment as soon as the ISA is ready.

**Please check this box if the related Information Sharing Agreement (ISA) is attached. If you require assistance completing an ISA, please contact the Information Governance Officer.**

YES

- 21. Does the program involve access to personally identifiable information for research or statistical purposes? If yes, please explain.**

No.

**Please check this box if the related Research Agreement (RA) is attached. If you require assistance completing an RA please contact the Information Governance Officer, the UNBC Research Office or UNBC Archives.**

N/A

- 22. Will a personal information bank (PIB) result from this initiative? If yes, please list the legislatively required descriptors listed in section 69 (6) of FIPPA. Under this same section, this information is required to be published in a public directory.**

# Privacy Impact Assessment

## *TUT Pre-MBA program*

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

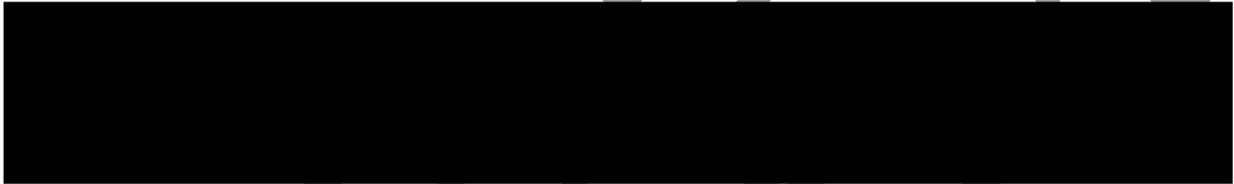
PIA# 17-013 (Office of the University Secretariat to assign)

No. This initiative utilizes already existing personal information banks (Banner – Student and Official Student Files)

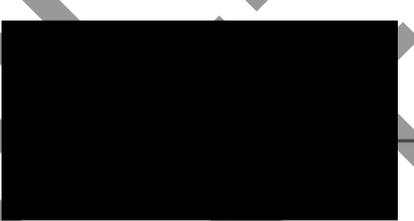
Please ensure Parts 6 and 7 are attached to your submitted PIA.

### **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.*



### Part 7 – Program Area Signatures

<u>Nicole Neufeld</u> Name of Individual leading the Program/Project <i>(Normally the individual who completed the PIA)</i>		<u>December 15 2017</u> Date
<u>Lisa Haslett</u> Program/Department Manager or Project Sponsor	 Signature	<u>December 15 2017</u> Date
<u>GREG COWDON</u> <del>Trevor Fuson</del> Contact Responsible for Systems Maintenance and/or Security <i>(if applicable)</i>		<u>12/18/17</u> Date
<u>Adam Cullum</u> Information Governance Officer		<u>December 15 2017</u> 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.



# Application for Admission to Graduate Studies

**Office of the Registrar**  
 University of Northern British Columbia  
 3333 University Way, Prince George, BC V2N 4Z9  
 Telephone: (250) 960-6300 Facsimile: (250) 960-6330  
 Email: [graduate-admissions@unbc.ca](mailto:graduate-admissions@unbc.ca) Web: [www.unbc.ca/apply/graduate](http://www.unbc.ca/apply/graduate)

OPTIONAL: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (Specify) _____	Last Name	Former Last Name (if applicable)										
First Name	Middle Name	Preferred First Name (if applicable)										
Have you ever attended UNBC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever applied to UNBC, but not attended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you previously been or are you currently employed by UNBC? <input type="checkbox"/> Yes <input type="checkbox"/> No										
If "yes" to any of the above questions, please provide your UNBC Student/Employee Identification Number (9 digits):												
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												

<b>ACADEMIC INTENTIONS</b>						
<b>Doctor of Philosophy (PhD)</b> <input type="checkbox"/> Health Sciences <input type="checkbox"/> Natural Resources and Environmental Studies <input type="checkbox"/> Psychology  <b>Master of Arts (MA)</b> <input type="checkbox"/> Development Economics <input type="checkbox"/> Disability Management <input type="checkbox"/> English <input type="checkbox"/> First Nations Studies <input type="checkbox"/> Gender Studies <input type="checkbox"/> History <input type="checkbox"/> Interdisciplinary Studies <input type="checkbox"/> International Studies <input type="checkbox"/> Global Environmental Policy <input type="checkbox"/> International Development <input type="checkbox"/> Regional Relations <input type="checkbox"/> Natural Resources and Environmental Studies <input type="checkbox"/> Environmental Studies <input type="checkbox"/> Geography <input type="checkbox"/> Tourism <input type="checkbox"/> Political Science  <input type="checkbox"/> <b>Master of Business Administration (MBA)</b>  <b>Master of Education (MEd)</b> <input type="checkbox"/> Counselling <input type="checkbox"/> Multidisciplinary Leadership <input type="checkbox"/> Special Education	<b>Master of Engineering (MEng)</b> <input type="checkbox"/> Integrated Wood Design  <input type="checkbox"/> <b>Master of Natural Resources and Environmental Studies (MNRES)</b>  <b>Master of Science (MSc)</b> <input type="checkbox"/> Biochemistry <input type="checkbox"/> Business Administration <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science <input type="checkbox"/> Health Sciences <input type="checkbox"/> Interdisciplinary Studies <input type="checkbox"/> Mathematics <input type="checkbox"/> Natural Resources and Environmental Studies <input type="checkbox"/> Biology <input type="checkbox"/> Environmental Science <input type="checkbox"/> Forestry <input type="checkbox"/> Geography <input type="checkbox"/> Outdoor Recreation and Tourism Management <input type="checkbox"/> Physics <input type="checkbox"/> Psychology  <b>Master of Science in Nursing (MScN)</b> <input checked="" type="checkbox"/> Academic Masters <input type="checkbox"/> Family Nurse Practitioner  <b>Master of Social Work (MSW)</b> <input type="checkbox"/> MSW entry route, with BSW <input type="checkbox"/> Foundation Year entry route, without BSW	<b>Certificates</b> <input type="checkbox"/> Aboriginal Child & Youth Mental Health Graduate Certificate <input type="checkbox"/> Special Education Graduate Cert.  <b>INTENDED FIRST SEMESTER OF STUDY:</b> <input type="checkbox"/> September <input type="checkbox"/> January   Year: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <input type="checkbox"/> May  <b>STATUS</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  <input type="checkbox"/> Western Deans' Agreement <input checked="" type="checkbox"/> Non-degree <input type="checkbox"/> Letter of Permission <input type="checkbox"/> Formal Exchange  <b>CAMPUS</b> <input type="checkbox"/> Prince George <input type="checkbox"/> Fort St. John <input checked="" type="checkbox"/> Quesnel <input type="checkbox"/> Terrace <input type="checkbox"/> Web <input type="checkbox"/> Cohort: _____  <b>PROPOSED SUPERVISOR:</b> <input type="checkbox"/> Name: _____  <i>The University of Northern British Columbia reserves the right to limit enrolment in any Academic Program or course. Course offerings may be subject to sufficient demand, and not all Programs are available at every campus</i>				

<b>PERSONAL INFORMATION</b>			
<b>Permanent Address and Telephone</b>		<b>Mailing Address and Telephone(if different from permanent)</b>	
Street # and Name, Apt. #, PO Box, RR/SS, Site, Comp		Street # and Name, Apt. #, PO Box, RR/SS, Site, Comp	
City or Town		City or Town	
Province	Postal Code	Province	Postal Code
Country	Telephone Number	Country	Telephone Number
Email Address		Email Address	

**Emergency Contact Information (Mandatory)**

Last Name	First Name	Relationship
Telephone Number(s)	Email Address (Optional)	

**Personal Data**

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth: _____ dd      mm      yy																				
Marital Status (statistical purposes): <input type="checkbox"/> Married or equivalent <input type="checkbox"/> Single, never married <input type="checkbox"/> Single, previously married	Aboriginal (voluntary declaration) <input type="checkbox"/> First Nations Status <input type="checkbox"/> Métis <input type="checkbox"/> First Nations Non-Status <input type="checkbox"/> Inuit  <i>If you are First Nations Status, what is your Band?</i> _____																				
Immigration Status (Mandatory; all applicants must complete.) <input type="checkbox"/> Canadian Citizen or Country of Citizenship _____  If not born in Canada, specify date of entry: _____	First Language (mother tongue) What is your language of origin?  <input type="checkbox"/> English <input type="checkbox"/> Aboriginal (specify): _____ <input type="checkbox"/> French <input type="checkbox"/> Other (specify): _____																				
If not a Canadian citizen, you <b>MUST</b> check one of the following: <input type="checkbox"/> Study Permit <input type="checkbox"/> Permanent Resident/Landed Immigrant  Other (please specify) : _____  If not a Canadian citizen, total number of years in an English-language school system: _____	Proficiency in Other Languages <table border="1"> <thead> <tr> <th>Language</th> <th>Excellent</th> <th>Good</th> <th>Fair</th> </tr> </thead> <tbody> <tr> <td>Speaking</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Speaking</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language	Excellent	Good	Fair	Speaking				Reading				Speaking				Reading			
Language	Excellent	Good	Fair																		
Speaking																					
Reading																					
Speaking																					
Reading																					

**ACADEMIC HISTORY**

**All Post-Secondary Institutions Previously Attended/Currently Attending (Colleges, Technical Institutes and Universities)**  
An Official Transcript from **ALL** post-secondary institutions must be forwarded to the Office of the Registrar at the University of Northern British Columbia directly from the issuing institutions **OR** in its Original Sealed Envelope as part of your application package.

From		To		Name and Location of Institution	Year Level	Program	Credentials Obtained (e.g. BA, Diploma)
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				

**REFEREES**

List the names, addresses, and positions of three persons whom you have asked to write to this office commenting on your potential for graduate studies and research.

Name	Position	Address
1.		
2.		
3.		



## Credit Card Authorization Form

I, \_\_\_\_\_, hereby authorize the University of Northern British Columbia to charge my credit card for application fees to the Master of Business Administration program in the amount not to exceed: \$153.00 CAD

\_\_\_\_\_  
Credit Card Number (16 digits maximum)

\_\_\_\_\_  
Expiry Date: MM/YYYY

Accepted: Visa/MasterCard/American Express (Circle)

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

**Applicant Name:** \_\_\_\_\_

(Print)

COMPLETED  
INITIATIVE