

# Privacy Impact Assessment

## Techsmith Camtasia

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

PIA# 17-009 (Office of the University Secretariat to assign)

### 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:	Geoffrey R. Weller Library		
PIA Drafter:	Susie Wilson		
Email:	<a href="mailto:Susie.Wilson@unbc.ca">Susie.Wilson@unbc.ca</a>	Phone:	250 960 6607
Department Manager:	James MacDonald		
Email:	<a href="mailto:James.macdonald@unbc.ca">James.macdonald@unbc.ca</a>	Phone:	250 960 6468 6601

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

### 1. Description of the Initiative

*The Geoffrey R Weller Library will use Camtasia for the creation of videos to post on libguides and their YouTube site.*

### 2. Scope of this PIA

*Camtasia will be used to create and edit instructional videos about the library. Videos will be hosted in Kaltura (a CTLT video hosting service), on the Geoffrey R. Weller Youtube site or other already existing resources managed by UNBC. The scope of this PIA will not incorporate the use of Camtasia's screencast.com screencast player which does not meet data residency requirements. The scope of this PIA will not extend to integration with Blackboard because the CTLT already has tools allowing instructional videos with quiz/assignment overlay.*

### 3. Related Privacy Impact Assessments

N/A

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

*Instructional video, creator of instructional video's name, association with Geoffrey R. Weller Library.*

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.

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

#### **Part 6 – Comments, Conditions & Concerns**

*UNBC already has a software license for an alternative product that provides video instruction and quizzing/assessment capabilities that integrates with Blackboard. Camtasia does have some risk of being misused in the future if the software is paired with a separate Screencast.com subscription (which this PIA does not assess). UNBC online instruction requiring the collection of student performance data is to be contained or directly associated with Blackboard unless a further PIA assessment has been completed.*

*Users of Camtasia will not utilize the Screencast.com Screencast player. Camtasia will only be used to make static video that does not collect data from individuals. All assessment/quizzing functions requiring the collection of student data will run through existing software that the CTLT already utilizes.*

#### **Part 7 – Program Area Signatures**

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Susie Wilson

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

Signature

Aug 29, 2017  
Date

James MacDonald

Director or Dean Overseeing the Program/Project

Signature

Aug 129/2017  
Date

N/A

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

Signature

Date

Adam Cullum

Information Governance Officer  
(Privacy Officer)

Signature

Aug 30/2017  
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.

ACTIVE  
INITIATIVE