

Amendment to Privacy Impact Assessment 22-29 TouchNet OneCard

June 4, 2024

Accountability

This initiative falls within the portfolio of the AVP Administration. The updated lead for this initiative is the Manager, Business Development. The dean/director accountable for providing oversight is the Director, Business Services.

Scope

The scope of the current PIA is limited to using TouchNet OneCard to collect photos from and use the information of students, staff, and faculty for the purpose of generating UNBC ID cards. Using TouchNet OneCard for any other purpose or to collect new data elements would be considered out of scope for this PIA.

Summary of Amendment

The purpose of this amendment is to update the lead for the TouchNet OneCard initiative from the Director, Business Services and Continuing Studies to the Manager, Business Development. This position will now be accountable for the initiative.

TouchNet OneCard is a cloud-based software solution designed to simplify the processing of UNBC ID cards. Students, staff, and faculty all require a UNBC ID card and will use the TouchNet OneCard system to submit their photos. Users use single-sign-on to access the OneCard website or mobile application. Information about the user is pulled from Banner to match photos with individuals and their new card.

Overall, this is considered a low-risk initiative. Changing the lead of this initiative is not expected to change the risk outlined in the PIA.

Date of Review

The current privacy impact assessment is valid for 3 years from initial date of signing. The initiative will need to be reviewed by December 1, 2025.

Signing and Approval

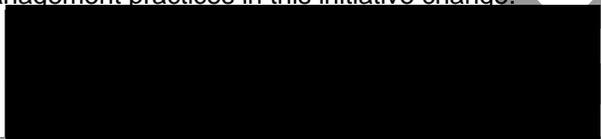
Individual leading the Program/Project: Claudia Vicente Gaspar Barreira

Manager, Business Development

Position:

I confirm the information management practices in this initiative have been documented as accurately as I am aware. I commit to communicating appropriate information management practices to all individuals participating in this initiative. I commit to following the documented practices on this PIA, or arranging a PIA amendment if I am aware information management practices in this initiative change.

Signature:



Date: June 4, 2024

Director/Dean Overseeing the Program/Project: Director, Business Services

I am accountable for overseeing my staff involved in this initiative to ensure they adhere to information management practices presented in this PIA. I will arrange for the project lead named above to contact the Privacy Officer to arrange a PIA amendment if required.

Signature:



Date: June 4, 2024

Vice-President authorizing the Program/Project: AVP Administration

I confirm that this initiative to the best of my knowledge as written in the above sections, has information management practices that complies with policies and procedures of the University of Northern British Columbia.

Signature:



Date: June 21, 2024

Privacy Officer reviewing the Program/Project:

I confirm that this initiative to the best of my knowledge as written in the above sections, has information management practices that comply with British Columbia's Freedom of Information and Protection of Privacy Act.

Signature:



Date: