

### 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:	<b>250 960 6607</b>
Department Manager:	<b>Bill McGill</b>		
Email:	<a href="mailto:Bill.mcgill@unbc.ca">Bill.mcgill@unbc.ca</a>	Phone:	<b>250 960 6612</b>

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

### 1. Description of the Initiative

*Zotero is an academic referencing system that allows individuals to accurately cite sources in papers, create resource libraries, and share documents. Zotero is open source software that downloads onto the user's computer with some advanced functions requiring an account and the use of their cloud storage solution.*

### 2. Scope of this PIA

*Zotero 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

*Uses similar privacy principles to PIA 18-019 Mendeley.*

#### 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.

ACTIVELY  
IN PROGRESS

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

*Zotero 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. Reviewing risk includes explaining that Zotero's optional cloud and account services operate outside of Canada and that by using Zotero the student is responsible for the management of their own personal information within that platform.*

*Zotero 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 Zotero's cloud 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 Zotero's services if current or future plug-ins cause any security vulnerability to UNBC systems.*

### Part 7 – Program Area Signatures

Susie Wilson

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

Signature

Date

Bill McGill

Director or Dean Overseeing the Program/Project

Signature

Date

Dave Kubert

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

Signature

Date

Adam Cullum

Information Governance Officer  
(Privacy 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.