

Privacy Impact Assessment Checklist

(To be completed by the Academic or Business Area considering a new initiative*)

Note: An “Initiative” may be the use of a new software tool or any other planned program or activity that will involve the collection, use or disclosure of personal information

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| Name of UFV Department / Business Area | Faculty of Health Sciences |
| Initiative Lead name and Title | Cindy Schultz |
| Service / Initiative / Product name | Casper Assessment tool |
| Vendor Name | Acuity Insights Inc. |

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| <p>Description & Purpose of Initiative:</p> <p>The Casper Assessment tool is to become a mandatory part of UFV’s Bachelor of Science in Nursing program. Students will take the assessment on Casper’s online platform: https://acuityinsights.app/ and assessment scores will be provided to UFV upon the request of the applicant.</p> <p>UFV applicants will be required to agree to Acuity’s terms of service and privacy policy prior to signing up to complete the assessment.</p> |
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| Collection and Use of Personal Information | | | | |
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| 1. | Will this activity or initiative collect personal information? <i>“Personal information is recorded information about an identifiable individual other than business contact information</i> | Yes | No | Don’t Know |
| 1.a | <p>If yes, please list the elements of personal information that will be collected (<i>i.e., name, email address, phone number, identification numbers, academic, health, employment or financial information, image, or voice</i>)</p> <ul style="list-style-type: none"> • Acuity will collect the following information: Legal Name, Birth date, Government issued identification, Image of the applicant, emails, Application IDs if necessary, Phone number, audio, video and images of the applicant captured during their test sitting. • Acuity will share the following information with UFV: <ul style="list-style-type: none"> ○ Student name ○ Application ID ○ Student test score | | | |

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| 1.c | <p>If personal information is to be collected directly from an individual, UFV is required to provide a collection notice at the time of collection. Please provide your draft collection notice below: (For Assistance see: https://www.ufv.ca/informationprivacy/quick-links/ufvs-standard-collection-notice/)</p> <p>Not applicable – Casper will not supply an additional collection notice on behalf of UFV. Students are informed of the need to complete a Casper assessment in the Academic Calendar. A collection notice is provided to the students in the UFV academic calendar.</p> <p>UFV’s Academic calendar, particularly the section regarding the Bachelor’s of Science in Nursing is located here: https://www.ufv.ca/calendar/current/ProgramsF-L/HEALTH_NURS.htm</p> | | | |
| 2. | <p>Does this activity or initiative use personal information that has already been collected by UFV?</p> <table border="1" data-bbox="1149 611 1451 684"> <tr> <td data-bbox="1149 611 1243 684">Yes</td> <td data-bbox="1243 611 1338 684">No</td> <td data-bbox="1338 611 1451 684">Don’t Know</td> </tr> </table> | Yes | No | Don’t Know |
| Yes | No | Don’t Know | | |
| 2.a | <p>If yes, please describe the information that has already been collected by UFV that will be used by this initiative, (i.e., the elements of personal information and the source of it)</p> | | | |
| 3. | <p>Please describe how this initiative uses the personal information identified above</p> <p>UFV will use the Casper assessment as part of its decision making process for admissions decisions for applicants to the Bachelor of Science in Nursing program</p> | | | |
| 4. | <p>Will the initiative be mandatory?</p> <table border="1" data-bbox="1149 1283 1451 1356"> <tr> <td data-bbox="1149 1283 1243 1356">Yes</td> <td data-bbox="1243 1283 1338 1356">No</td> <td data-bbox="1338 1283 1451 1356">Don’t Know</td> </tr> </table> | Yes | No | Don’t Know |
| Yes | No | Don’t Know | | |
| Security / Storage of Personal Information | | | | |
| 5. | <p>Where will the personal information involved with this initiative be stored? (i.e. department drive, UFV’s Azure/Sharepoint tenant, or external servers provided by a vendor)</p> <p><input type="checkbox"/> UFV Department Drive</p> <p><input type="checkbox"/> UFV’s Azure/Sharepoint tenant</p> <p><input checked="" type="checkbox"/> Cloud-based servers provided by a vendor.</p> <p><input type="checkbox"/> Other. Please describe:</p> | | | |
| 5.a | <p>If you indicated above that personal information will be stored in cloud-based servers provided by a vendor. Please provide the name of the vendor.</p> <p>Acuity stores personal information s. 15(1)(l), s. 21 servers</p> | | | |

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| 6. | Is any of the personal information to be stored outside of Canada? | Yes | No | Don't Know |
| 7. | Please provide a link to any information published by the vendor detailing security measures in place to protect personal information: https://acuityinsights.app/privacy-and-security/ | | | |
| Disclosure | | | | |
| 8. | Will this initiative involve the disclosure of any personal information to an external organization? | Yes | No | Don't Know |
| 9. | If yes, please describe proposed information sharing or provide a document or link that does so: | Yes | No | Don't Know |
| General Information | | | | |
| 10. | Will any software or cloud-based tool be used with this initiative? | Yes | No | Don't Know |
| 11. | If yes, please provide a copy of the service agreement with the vendor? | Yes | No | Don't Know |
| 12. | If yes, has UFV's Office of the Chief Information Officer/ IT Security completed a security assessment of any software or tool related to this initiative? | Yes | No | Don't Know |

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| <p>Privacy Office Review: X Meets privacy protection requirements</p> <p>- s. 13 [REDACTED] [REDACTED] s. 21 [REDACTED]</p> <p>Reviewed by: Stephen Gaspar Review Date: June 4, 2024</p> |
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