



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

Name of UFV Department / Business Area	Human Resources
Initiative Lead name and Title	Tara Rozenek, Senior Advisor, Human Resources
Service / Initiative / Product name	CoachHub Licenses
Vendor Name	CoachHub, Inc.

Description & Purpose of Initiative:

UFV is wishing to purchase [REDACTED] licenses to allow UFV employees to Access Coach Hub services. CoachHub is a digital platform that allows individuals to connect with a Coach for virtual meetings. The stated goal of this coaching is to allow people to “Grow as a person” or “Inspire as a leader”

Collection and Use of Personal Information				
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	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>) <ul style="list-style-type: none"> - Name of an individual employee accessing coaching services - Whether or not the individual is actively accessing coaching services <p>Note: individual employees may supply additional information to a coach in the context of a meeting but that information flow will be directly between the employee and the Coach and will not be provided to UFV. This is reinforced by the terms of the Subscription Services Agreement and its definition of Customer Information.</p>			
1.c	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: (<i>For Assistance see: https://www.ufv.ca/informationprivacy/quick-links/ufvs-standard-collection-notice/</i>)			
	<p>The following collection notice will be included in an email to participating employees prior to beginning CoachHub sessions:</p> <p>In using CoachHub services, any information you provide to CoachHub will be held by CoachHub in accordance with CoachHub’s privacy policy, see here. The only information</p>			

	that will be shared by CoachHub with UFV is your name and whether or not you are an active participant. The collection of this information by UFV is in accordance with s. 26(c) of the <i>Freedom of Information and Protection of Privacy Act</i> and will be used by UFV only for the purpose of evaluating overall usage of CoachHub services. If you have any questions please contact tara.rozenek@ufv.ca .			
2.	Does this activity or initiative use personal information that has already been collected by UFV?	Yes	No	Don't Know
2.a	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) N/A			
3.	Please describe how this initiative uses the personal information identified above N/A			
4.	Will the initiative be mandatory?	Yes	No	Don't Know
Security / Storage of Personal Information		Yes	No	Don't Know
5.	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) <input type="checkbox"/> UFV Department Drive <input type="checkbox"/> UFV's Azure/Sharepoint tenant <input checked="" type="checkbox"/> Cloud-based servers provided by a vendor. <input type="checkbox"/> Other. Please describe:			
5.a	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. A list of CoachHub's cloud-based vendors is REDACTED			
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://www.coachhub.com/data-privacy/			

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? Note: the services agreement has been reviewed by Legal and does not require any amendments.	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

<p>Privacy Office Review:</p> <p><input checked="" type="checkbox"/> Meets privacy protection requirements</p> <p><input type="checkbox"/> Provide the following additional information and re-submit:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Complete Privacy Impact Assessment (PIA)</p> <p>Reviewed by: Stephen Gaspar Review Date: February 15, 2024</p>
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