



### 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	UFV Counselling/VP Students Division
Initiative Lead name and Title	Robbyn Bennett, Director Counselling & Student Wellness
Service / Initiative / Product name	Client Records Management Software
Vendor Name	Point & Click Solutions

**Description & Purpose of Initiative:**

Procurement of electronic records management software to move from paper-based record keeping to electronic, as well as electronic appointment scheduling for the counselling department. This will reduce waste and improve risk management processes to more secure file storage and reduce transport of files from one place to another.

<b>Collection and Use of Personal Information</b>				
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"> <li>- Name (first, middle, last and preferred)</li> <li>- Home address</li> <li>- Email Address</li> <li>- Student Number</li> <li>- Date of Birth</li> <li>- Phone numbers (home, mobile or others, if applicable)</li> <li>- Gender</li> <li>- Emergency contact</li> <li>- Whether or not the student is an international student</li> <li>- Whether or not the student lives on campus</li> <li>- Enrolled program</li> <li>- Declared major</li> <li>- Withdraw date, if applicable</li> <li>- Credit hours</li> <li>- Health information/clinical record keeping/confidential client notes</li> </ul>			

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: <a href="https://www.ufv.ca/informationprivacy/quick-links/ufvs-standard-collection-notice/">https://www.ufv.ca/informationprivacy/quick-links/ufvs-standard-collection-notice/</a>)</p> <p>The personal information requested on this form is collected under the authority of the University Act, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and BC Association of Clinical Counsellors (BCACC) Standards of Practice. The information will only be used for the purpose of providing counselling services. Direct any questions about this collection to the Director of Counselling Services at UFV at (604) 854-4528 or see <a href="http://www.ufv.ca/informationprivacy">www.ufv.ca/informationprivacy</a>.</p>				
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Does this activity or initiative use personal information that has already been collected by UFV?</td> <td style="width: 10%; text-align: center; padding: 5px;">Yes</td> <td style="width: 10%; text-align: center; padding: 5px;">No</td> <td style="width: 10%; text-align: center; padding: 5px;">Don't Know</td> </tr> </table>	Does this activity or initiative use personal information that has already been collected by UFV?	Yes	No	Don't Know
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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> <p>I believe that this system may pull student information directly from Banner (eg, Name, DOB, home address, contact information, etc).</p>				
3.	<p>Please describe how this initiative uses the personal information identified above</p> <p>Identifying information will be utilized to populate the counselling student record within the system.</p>				
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Will the initiative be mandatory?</td> <td style="width: 10%; text-align: center; padding: 5px;">Yes</td> <td style="width: 10%; text-align: center; padding: 5px;">No</td> <td style="width: 10%; text-align: center; padding: 5px;">Don't Know</td> </tr> </table>	Will the initiative be mandatory?	Yes	No	Don't Know
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<b>Security / Storage of Personal Information</b>					
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>Point &amp; Click Solutions will host UFV data in <span style="background-color: red; color: black;">REDACTED</span> data centres located in Canada. This has been confirmed in writing and is consistent with UFV's privacy protection schedule.</p>				
6.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Is any of the personal information to be stored outside of Canada?</td> <td style="width: 10%; text-align: center; padding: 5px;">Yes</td> <td style="width: 10%; text-align: center; padding: 5px;">No</td> <td style="width: 10%; text-align: center; padding: 5px;">Don't Know</td> </tr> </table>	Is any of the personal information to be stored outside of Canada?	Yes	No	Don't Know
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7.	<p>Please provide a link to any information published by the vendor detailing security measures in place to protect personal information:</p>				

	The Vendor's privacy policy is located here: <a href="https://www.pointandclicksolutions.com/policies">https://www.pointandclicksolutions.com/policies</a>			
<b>Disclosure</b>				
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
<b>General Information</b>				
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 Vendor has accepted UFV's privacy protection schedule and it is included as an exhibit to the service agreement	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><b>Privacy Office Review:</b></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</p> <p>Review Date: May 24, 2024</p>
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