



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 Faculty of Business and Computing
Initiative Lead name and Title	Chris Schinckus, Dean
Service / Initiative / Product name	RimaOne Academ Implementation
Vendor Name	RimaOne

<p>Description & Purpose of Initiative: <i>[From Vendor Website]</i> ACADEM is a solution dedicated to Higher Education institutions that supports them in their qualitative processes. Our solution allows both collecting and qualifying faculty data through a unique platform to generate standard reports for accreditations such as UFV's EFMB accreditation and for generating statistical reports.</p> <p>ACADEM also provides modules to manage Syllabus, Assurance of Learning, Faculty Workload, students' Competencies and ePortfolio. At this point, UFV is only purchasing the Faculty Management Module and will not be making use of the other modules.</p>

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>) Not applicable as there is no new collection of personal information. The CV information of faculty members is already in the possession of the faculty.			

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>A collection notice will not be used as there will be no new collection of personal information related to this initiative.</p>			
2.	Does this activity or initiative use personal information that has already been collected by UFV?	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> <p>Faculty member CV information similar to information that is on UFV's website, such as: name, contact information, educational background (degrees, credentials / certifications), details about research interests and publications.</p>			
3.	<p>Please describe how this initiative uses the personal information identified above</p> <p>The above information will be used by the Faculty for the purpose of maintaining a database of CVs and publications of faculty members. This information may be used for the purpose of generating statistical reports related to publications, accreditations and other purposes relevant to the operations of the Faculty.</p>			
4.	Will the initiative be mandatory?	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 cloud-based service provider.</p>			

	RimaOne engages with s. 15(1)(l), s. 21. The HECVAT Lite document completed by the vendor indicates that data is stored on servers located in s. 15(1)(l), s. 21			
6.	Is any of the personal information to be stored outside of Canada?	Yes	No	Don't Know
7.	<p>Please provide a link to any information published by the vendor detailing security measures in place to protect personal information:</p> <p>The vendor supplied a quality assurance plan which details security measures it has in place</p> <p>Additionally, the vendor supplied a HECVAT lite and related security documentation which has been reviewed and accepted by UFV's Cybersecurity office.</p>			
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.	<p>If yes, please provide a copy of the service agreement with the vendor</p> <p>The services agreement with the vendor has been reviewed by ITS and UFV legal counsel and has been determined to be acceptable. In addition, the require indemnity approval has been obtained from the Risk Management Branch.</p>			
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

Privacy Office Comments:

The initiative has been reviewed and appears to meet privacy protection requirements. Please note that a further privacy impact assessment should be completed in the event that this initiative changes in a material way. s. 13

[Redacted]

[Redacted]

Privacy Office Review:

Meets privacy protection requirements

Provide the following additional information and re-submit:

Complete Privacy Impact Assessment (PIA)

Reviewed by: Stephen Gaspar, UFV Legal Counsel

Review Date: Jan 10, 2024