

### Privacy Impact Assessment Checklist

(to be completed by the Academic Area or business 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	Athletics
Initiative Lead name and Title	Steve Tuckwood, Director
Service / Initiative / Product name	Showpass Ticketing
Vendor Name	Showpass

**Description & Purpose of Initiative:**

It is going to provide self-service ticket purchasing and event-sign-in for upcoming events in E building and allow specific seat reservations. It will also allow ticketing for complimentary (free) events (Convocation, Orientation) at no charge to UFV or the user. Showpass can also operate stripe capability in house and remit net proceeds to UFV within days of the event's completion. **s. 15(1)(l), s. 21**

To accommodate larger crowds drawn for events like convocation and large sports championships. Provides a much better user experience for purchasers and UFV staff. Aid with safety and security of the event and to help alleviate large lineups at the box office, improving fan experience.

Collection and Use of Personal Information		Yes	No	Don't Know
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		
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> )  Name, email address, phone number, credit card, address of credit card			

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). The information will only be used for the purpose of sale of tickets for entry to a specific Cascades Varsity event. Direct any questions about this collection to Steve Tuckwood, Director – Athletics and Campus Recreation at UFV at (604) 854-4583 or see <a href="http://www.ufv.ca/informationprivacy">www.ufv.ca/informationprivacy</a>.</p>			
2.	<p>Does this activity or initiative use personal information that has already been collected by UFV?</p>		No	
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>N/A</p>			
3.	<p>Please describe how this initiative uses the personal information identified above</p> <p>N/A</p>			
4.	<p>Will the initiative be mandatory?</p>	Yes		
<b>Security / Storage of Personal Information</b>		Yes	No	Don't Know
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. Showpass</p>			
6.	<p>Is any of the personal information to be stored outside of Canada?</p>		No	
7.	<p>Please provide a link to any information published by the vendor detailing security measures in place to protect personal information:</p> <p><a href="https://www.showpass.com/sell/privacy-policy">https://www.showpass.com/sell/privacy-policy</a></p>			

<b>Disclosure</b>				
8.	Will this initiative involve the disclosure of any personal information to an external organization?		NO	
9.	If yes, please describe proposed information sharing or provide a document or link that does so:		No	
<b>General Information</b>				
10.	Will any software or cloud-based tool be used with this initiative?	Yes		
11.	If yes, please provide a copy of the service agreement with the vendor?			
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		

**Privacy Office Review:**

Meets privacy protection requirements

Provide the following additional information and re-submit:

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Complete Privacy Impact Assessment (PIA)

Reviewed by: Stephen Gaspar

Review Date: August 25, 2023