



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	Safety & Security / Communications
Initiative Lead name and Title	Chris Humphries, Manager, Security & Emergency Management
Service / Initiative / Product name	UFV Alert
Vendor Name	Anthology Blackboard Connect

Description & Purpose of Initiative:
 UFV has been using UFV Alert for emergency communications for several years. Registration in the UFV Alert system has always been voluntary and requires staff and students to self-register. Safety & Security and the Communications department wish to automatically enroll all UFV email addresses and UFV issued mobile devices to receive UFV Alert messages.

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>) N/A			
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>) N/A			
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>The following information from individuals will be enrolled in UFV Alerts:</p> <ol style="list-style-type: none"> 1. Student UFV email addresses 2. Employee UFV-issued email addresses (not personal information) 3. Employee phone numbers for UFV-issued mobile phones (in most cases these are considered personal information as UFV-issued mobile phone numbers are not, in general, publicly available) <p><i>UFV Alert notifications</i> are sent out using UFV's Anthology / Blackboard Connect software.</p>			
3.	<p>Please describe how this initiative uses the personal information identified above</p> <p>The above information elements will be automatically enrolled into UFV Alerts using a .csv file upload.</p>			
4.	<p>Will the initiative be mandatory?</p>	Yes	No	Don't Know
Security / Storage of Personal Information		Yes	No	Don't Know
5.	<p>Where will the personal information involved with this initiative be stored? (<i>i.e. department drive, UFV's Azure/Sharepoint tenant, or external servers provided by a vendor</i>)</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>			
6.	<p>Is any of the personal information to be stored outside of Canada?</p>	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>https://www.anthology.com/trust-center/privacy-statement</p>			
Disclosure				
8.	<p>Will this initiative involve the disclosure of any personal information to an external organization?</p>	Yes	No	Don't Know
9.	<p>If yes, please describe proposed information sharing or provide a document or link that does so:</p>	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

Privacy Office Review:

Meets privacy protection requirements

Provide the following additional information and re-submit:

Complete Privacy Impact Assessment (PIA)

Reviewed by: Stephen Gaspar
Review Date: April 10, 2024

Additional notes from Privacy Office:

- This approval is conditional upon an opt-out mechanism being implemented in order that those who are automatically enrolled can choose to opt out. If an opt-out mechanism is not possible, then this initiative should be further discussed with our office.