

Part 1 - General

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1. Description of the Initiative

Departing VIU employees are sent an email containing a link to an exist survey, which they may complete on a voluntary basis. The survey takes approximately 15 minutes to complete and includes 38 questions with rated/spectrum, checked answer and open comment style questions.

2. Scope of this PIA

To determine the level of risk of privacy breach associated with the transmission of information, some of which may be personal. Confidentiality matters will not be addressed.

3. Related Privacy Impact Assessments

N/A

4. Elements of Information or Data

Information Type	Information Collected
Personal Information	From Students: From Third Parties: From VIU Employees: Demographic information by category, the nature of workplace interpersonal relationships and experiences with others; employment history and future employment plans. Names of participants is ascertainable but not requested on the survey itself.
Contact details	From Students: From Third Parties: From VIU Employees: Not requested
Account information	N/A
Commercial information	N/A

If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If no personal information is involved, please submit Parts 1, 6, and 7 unsigned to fippa@viu.ca. A privacy advisor will be assigned to your file and will guide you through the completion of your PIA.

Part 2 – Protection of Personal Information

5. **Storage or Access outside Canada** No. Information is stored on VIU servers.

6. **Sensitive Personal Information:** Does the project/initiative involve very sensitive personal information? Examples of sensitive personal information include personal health information, genetic and biometric data, personal financial information, geolocation data, criminal records, counselling records, HR records and payroll records. If so, will the sensitive personal information collected be stored outside of Canada?

Sensitive personal information will be collected. It will not be stored outside of Canada.

7. **Data-linking Initiative***

This is not considered a data-linking initiative as contemplated in s.36.1 of FIPPA.

<p>In FOIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative. If so, you will need to comply with specific requirements under the Act related to data-linking initiatives.</p>	
1. Personal information from one database is linked or combined with personal information from another database;	
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	
<p>If you have answered "yes" to all three questions, please contact a PCT Privacy Advisor to discuss the requirements of a data-linking initiative.</p>	

Privacy Impact Assessment for:

Human Resources: Departing Employee Survey

8. Common or Integrated Program or Activity*

This initiative is not considered a common or integrated program or activity as defined in Schedule 1 of FIPPA.

In FIPPA, “common or integrated program or activity” is strictly defined. Answer the following questions to determine whether your initiative qualifies as “a common or integrated program or activity” under the Act. If you answer “yes” to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.	
This initiative involves a program or activity that provides a service (or services);	
Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	
The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	
Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.	

9. Personal Information Flow Diagram and/or Personal Information Flow Table

Personal Information Flow Table				
	Description/Purpose	Personal Information	Type (Collection, Use or Retention)	FIPPA Authority
1.	Information is collected via a request to complete the departure survey. Information collected includes personal information, from employees departing VIU. Personal information may also include survey participants’ opinions of other employees (which would be the personal information of the “other employees”, not the survey participant).	Employment history, workplace relationships, personal demographic information	Collection	26(c) 26(e)
2.	Surveys are completed via a web based form and sent back to human resources; employees are	“	Collection	26(c) 26(e)

	asked not to forward the survey on to others.			
3.	Completed surveys are collected by designated/authorized HR employees and reviewed quarterly in aggregated groups of 10 surveys. Survey data will be reported in aggregate form.	"	Use	32(a)
4.	Concerning data about employees named in survey responses may be put to the named employees if the identity of the surveyed departing employee can be sufficiently anonymized.	"	Disclosure	33(d)

10. Risk Mitigation Table

Risk Mitigation Table				
	Risk	Mitigation Strategy	Likelihood	Impact
1.	Survey responses will be intercepted during transmission	[REDACTED]	Low	High
2.	Personal information will be shared, intentionally or otherwise, with VIU employees who do not need it in their roles, or to the public.	[REDACTED]	Low	High

s. 15(1)(l)

11. Collection Notice (Draft proposed):

1. **Collection:** Any personal information requested in this survey is collected and used under the authority of the *University Act* and pursuant to sections 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be used to plan, evaluate, monitor and report on the effectiveness of EDI and human resource initiatives and activities in order to improve employee experiences at VIU going forward. For more information regarding the collection and use of the personal information please contact Vancouver Island University's Privacy Office at privacy.officer@viu.ca.

Part 3 – Security of Personal Information

12. Please describe the technical security measures related to the initiative (if applicable).

Information provided by survey participants will be [REDACTED]
[REDACTED]

s. 15(1)(l)

13. Please describe the physical security measures related to the initiative (if applicable).

[REDACTED]
[REDACTED]

14. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.

[REDACTED]

15. Please describe how you track who has access to the personal information.

[REDACTED]
[REDACTED]

Part 4 – Accuracy/Correction/Retention of Personal Information

16. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated? If personal information will be disclosed to others, how will the ministry notify them of the update, correction or annotation?

If survey participants wish to make corrections to or delete any of their personal information they have provided in their survey response, they may provide a written request to Human Resources and the information will be corrected. Unredacted, identifying personal information will not be disclosed to VIU employees other than those authorized to use it.

17. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain.

[REDACTED]
[REDACTED]

s. 13(1)

18. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.

19. If you answered "yes" to question 17, do you have approved records retention and disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?

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Any survey responses that are used to make decisions that directly affect one or more individuals will be removed from other survey responses and separately retained for a period of one year.

Part 5 – Further Information

20. Does the initiative involve systematic disclosures of personal information? If yes, please explain.

No. Reporting out of the information collected in the survey will only happen once the information is anonymized and aggregated – such that it will not contain personal information.

21. Access for Research or Statistical Purposes: Will the information collected be used for research or statistical purposes?

No?