



PIA file number:

Name of Department:	Information Technology- Client Services	
PIA Drafter(s):	Arwen Schewe	
Email:	arwen.schewe@viu.ca	Phone: 250-713-6652
Program Manager:		
Email:		Phone:
Privacy Officer:	Mike Culbertson	
Email	Privacy.Officer@viu.ca	Phone: 250-753-3245 x2684

General..... 1

Summary and Proponent Responsibility 3

Signatures..... 3

General

1. What is the Initiative?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you’re doing, how it works, who is involved and when or how long your initiative runs.

- TeamDynamix is IT's service management system. We use it for managing the workflow of requests, incidents, and projects as well as tracking and managing VIU technology assets (software and hardware).
- Currently, the system stores employee information. This information is used for contacting employees to provide technology support as well managing asset distribution.

1a. Is this initiative a data-linking program under FIPPA?

See [Appendix A](#) to determine if your project is a data-linking program.

No

1b. Is this initiative a common or integrated program or activity?

See [Appendix B](#) to determine if your project is a common or integrated program or activity.

No

2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

- The scope of this PIA addendum is to consider the use of two additional pieces of employee information that were not covered in the original PIA: Employee ID and Employee Bargaining Unit.
- Rationale for additional information: The VIU Senior Management Team (SMT), Budget Committee, and Budget Office request reports on asset allocation (laptop and other devices) with this specific info (employee ID and bargaining unit). As we track all our asset allocation in TDX, we need to include that info to get the reports they are requesting.

3. Are there any related Privacy Impact Assessments?

Please indicate if this an update on an existing PIA or an additional module that was not covered in the original PIA.

- This is an addendum to the existing (2019) PIA for TeamDynamix. Hooper Access and Privacy Consulting Ltd. completed the original PIA on behalf of BCNet when we initially started using the tool. However, the two pieces of additional information, employee ID and bargaining unit, were not listed under the original PIA.

4. What are the data or information elements involved in your initiative?

Please list all the elements of information or data that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of information or datasets, you can list categories or other groupings of personal information in an appendix.

The additional data being collected is:

- Employee ID
- Bargaining Unit

Summary and Proponent Responsibility

This section is for Privacy Office recommendations as well as any limitations due to privacy concerns.

- A comprehensive PIA was done by Hooper Access and Privacy Consulting Ltd. in 2019 that addressed all technical, administrative, and physical controls in place to mitigate the privacy risks associated with the TeamDynamix cloud-based software.
- The client (ITS) is gathering two pieces of additional information, employee ID and bargaining unit to facilitate reporting on asset allocations.
- The additional information being gathered is not sensitive personal information, and any associated risks are adequately covered by the controls in place from the original PIA.
- Due to the factors above the Privacy Office recommends moving forward with this initiative provided all risk mitigation controls from the original PIA remain in place and are adhered to.

Signatures

Role	Name	Electronic signature
Initiative lead	Arwen Schewe Client Services Manager, ITS	
Program/Department Manager (if different from initiative lead)		
Privacy Officer / Privacy Office Representative	Mike Culbertson FOI & Privacy Officer	

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