



PIA01478 —Arts NextCloud

1.1 Executive Summary

The Faculty of Arts is set to deploy a NextCloud server, enhancing secure file-sharing capabilities for faculty, staff, students, and invited guests. This platform will collect essential personal identifiers to facilitate service functionality, with additional personal details provided optionally by users. Authentication is managed through UBC's secure, centralized access system to ensure robust protection of personal information, aligning with UBC's stringent privacy and security standards. The system is managed by a dedicated team of UBC IT professionals and is hosted in a secure UBC-affiliated data center within Canada, with continuous monitoring and maintenance protocols in place to maintain data security and system integrity.

1.2 Project Description and Scope

Faculty of Arts instructors require effective, real-time collaboration and document authoring tools that comply with FIPPA regulations, ensuring data privacy and security.

RISK CLASSIFICATION

The inherent privacy risk classification level of this PIA submission is 4 – **High**.

The residual risk classification level of this PIA submission at closure is 3 – **Medium**.

1.3 Risk Mitigation Table

While the initial assessment has not identified specific risks, ongoing risk analysis will be conducted to ensure all potential privacy and security issues are addressed promptly.

1.4 Information Reviewed

Document review comments: Operational and Application Risk Assessments have been completed, indicating a low risk level. Continuous monitoring will ensure these assessments remain valid throughout the project lifecycle. In addition, overall provided information was deemed reasonable to provide an understanding of operating privacy and security controls and mitigate any significant privacy and security risks.

1.5 Analysis and Findings

Our thorough review indicates no significant current privacy or security risks; however, adherence to FIPPA legislation and UBC Information Security Standards will be continuously monitored to maintain this status.

1.6 Conditions of Approval

None specified.

1.7 Review and Distribution

The Minister of Citizens’ Services Direction 2-21, [Privacy Impact Assessment Directions](#) requires that all PIAs “designate the appropriate level of position that holds accountability for a PIA, proportionate to the sensitivity of the personal information and/or the risks of the initiative” (s. D8).

Accountability is maintained by the role or position, regardless of who fills the role.

Under [UBC Policy SC14](#), Administrative Heads of Unit are responsible for:

- ensuring that UBC Electronic Information and Systems are secured with adequate controls, with particular care concerning User identification and validation measures;
- ensuring, as appropriate or required, that UBC Electronic Information within their area of responsibility is maintained, transmitted, and stored in a secure and consistent manner that adheres to all relevant University policies and standards;
- authorizing access for individuals to UBC Electronic Information and Systems within their area of responsibility;
- renewing, retiring, and revoking User authorizations within their area of responsibility.

Holding accountability for the privacy risks of this initiative includes:

- reviewing the mitigation strategies listed in the relevant risk tables and ensuring those strategies are maintained throughout the life of the initiative;
- ensuring accountability is transferred to any individual who assumes this role;
- if there are any changes to the initiative, including to the way personal information is collected, used, stored or disclosed, ensuring the PIA team is engaged, and if necessary, completing a PIA update; and
- understanding what your privacy obligations are, and if not, following up with the PIA team.

Assessment Acceptance
Gerald Vanderwoude

Distribution
Requestor: Angela Lam Project Manager: Angela Lam Owner: Gerald Vanderwoude Risk Advisor: Pimkae Saisamorn

PIA Request Submission	Report Completion
2020-06-02	2021-06-13