

BitRecover MSG to PDF

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Before you start

- This Privacy Impact Assessment (PIA) form is used by VCC to assess whether a new initiative, or proposed significant change to an existing initiative, meets the privacy protection requirements of the B.C. *Freedom of Information and Protection of Privacy Act*. FIPPA’s protection of privacy requirements. A PIA is a legislative requirement ([FIPPA s. 69\(5.3\)](#)) and mandatory before implementing an initiative.
- You/Your refers to the individual responsible for drafting this PIA, who should be an individual from the relevant department or program area with sufficient knowledge to do so. The PIA must be signed by the role within the program area with the appropriate position to hold accountability for this initiative.
- Please include references to other documents when applicable, but do not insert or embed any documents to/in this assessment form.
- Please review the initial assessment questions and contact the Privacy Office at privacyandfoi@vcc.ca before you begin the form, if you have not already. See more guidance about the PIA process, including the supplementary Guidance Document, on the myVCC [Privacy website](#).

PART 1: GENERAL INFORMATION

PIA file number: #2025-006

Initiative title:	BitRecover MSG to PDF
VCC Department / Program Area:	Safety, Security, Risk and Privacy

Link to VCC initiative website:	N/A
Link to vendor website:	https://www.bitrecover.com/msg-to-pdf/
Link to vendor privacy policy:	https://www.bitrecover.com/privacy-policy.html
Your name and title:	Caralee Maloney, Associate Director Risk Management and Privacy
Your work phone and email:	cmaloney@vcc.ca 604-443-8351
Initiative Lead name and title:	See above
Initiative Lead phone and email:	See above

General information about the PIA:

Is this initiative a data-linking program under FIPPA? See the definition in Schedule 1 of FIPPA . If this PIA addresses a data-linking program, the Privacy Officer must submit this PIA to the Office of the Information and Privacy Commissioner .	No
Is this initiative a common or integrated program or activity? See the definition of Schedule 1 of FIPPA . Under section FIPPA 69 (5.4) , the Privacy Officer must submit this PIA to the Office of the Information and Privacy Commissioner.	No
Does this initiative involve a regular or systematic exchange of personal information between organizations? If yes, this initiative may require an Information Sharing Agreement .	No
Related PIAs, if any:	

1. What is the initiative?

The Privacy Office at VCC is responsible for fulfilling FOI requests. This often involves receiving a large number of records, including emails (Outlook MSG files) and attachments. The records need to be reviewed and potentially severed in compliance with FIPPA, and sent to the requestor in a PDF format. This process when done manually, can take anywhere from several hours to several days. BitRecover MSG to PDF will allow the Privacy Office to quickly and efficiently convert MSG files into PDFs, cutting down on hours of manual work and technical workarounds. At this time, it will only be utilized by two employees, the Associate Director, Risk Management and Privacy, and the Privacy Coordinator.

BitRecover MSG to PDF converter supports ANSI and Unicode Outlook Message Item (MSG) files, including emails, contacts, calendars, tasks, and notes. BitRecover is able to batch convert MSG files,

including attachments, through a simple graphic user interface. The software offers file renaming options and maintains the integrity of MSG files. BitRecover only converts the file and does not affect or alter file formatting or properties, and preserves all email attributes and components during conversion, including metadata components (email, subject, from, etc.) that would all be required in responding to an FOI request. BitRecover is installed locally and is offline software, ensuring the security of all files during conversion.

2. What is the scope of the PIA?

Although intended to be used by the Privacy Office only at this time, this PIA covers any use of BitRecover MSG to PDF for converting files to PDF.

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

BitRecover is a locally installed software that does not store or record the documents it converts to PDF. While a wide variety of personal information is contained in the records themselves, it is not collected, used, disclosed, stored, or accessed by BitRecover. To purchase and install BitRecover, VCC is required to provide business contact information for the relevant employees. BitRecover may use this information to respond to technical support requests or invite the employees to participate in surveys or marketing initiatives, but this would be voluntary and the employees are able to opt-out.

3.1 Did you list personal information in question 3?

- No

4. If you answered “no” to question 3.1: How will VCC reduce the risk of unintentionally collecting personal information?

After you answer this question, submit this PIA to the Privacy Office. You do not need to complete the rest of the PIA template.

VCC will only use business contact information for the employees. VCC will revise the PIA if BitRecover changes its Privacy Policy or Terms of Reference to transition to a cloud-based service, or creates updates that allow BitRecover to view the information in records that are converted through the software.

PART 9: SIGNATURES

You have completed a PIA. Submit the PIA to the Privacy Office for review and comment, and then have the PIA signed by those responsible for the initiative.

Privacy Office Comments

Privacy Office Signatures

This PIA is based on a review of the material provided to the Privacy Office as of the date below.

Role	Name	Electronic signature	Date signed
Privacy Officer	Caralee Maloney	 Digitally signed by Caralee Maloney Date: 2025.03.19 09:25:05 -07'00'	March 19, 2025