



**PIA #: 2025-053**

## **Microsoft 365 LTI Integration with Canvas Cloud**

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### **PRIVACY TRACKING**

**PIA number:** 2025-053

**System / project:** Microsoft 365 LTI Integration with Canvas Cloud

**Unit responsible:** IT Services

**Date of meeting:** n/a

**Present during meeting:** n/a

**Notes taken by:** Ernest Soares & Peter Onota & Eryn Holbrook

**Date approved:** 2025.12.16

### **QUESTIONS FOR INITIATIVE LEAD**

1. **Please provide a description of the program/ initiative (what is the purpose/objective of initiative?)**
  - a. This Microsoft 365 LTI will give SFU Canvas users the ability to create and share Microsoft 365 files such as Word documents, PowerPoint presentations and Excel within the Canvas Cloud interface.
  - b. It enables users to create collaborations where course members can work together on shared documents in real time.
  - c. It supports access to multiple OneDrive accounts, including personal and school accounts.
  - d. It uses the Microsoft account for single sign-on with Canvas.
  
2. **Has a contract been signed with the vendor/third party? (if yes, send to privacy team for review)**
  - o Yes. A contract has been signed for both M365 and Canvas.
  
3. **Was SFU's Privacy Protection Schedule (PPS) or Cloud Privacy Protection Schedule (CPPS) appended to the contract? If not, why not?**
  - o A privacy protection schedule was appended to the Canvas Cloud contract.
  
4. **What Personal information (PI) elements are being collected (e.g. email addresses, IP addresses, assignment work)?**

Data category	Examples
Identity	Email, username, full name, profile pic, SIS ID
Roles	Instructor, student, admin

Here is a breakdown of Personal Information (PI) access by role when Microsoft 365 Education LTI is integrated with Canvas for O365 access.

- Profile picture
- Email
- Name
- Given Name
- Family Name
- Person ID (student or employee ID)

5. **What non-personal information elements are involved in the initiative** (i.e. what other information is being collected):

Data category	Examples
Course metadata	Course name, Course ID, section info
Resource metadata	Assignment title, description, resource link ID
System identifiers	Deployment ID, LTI keys, API keys
File Metadata	File names, URLs, permissions
Collaboration Metadata	Meeting IDs, join links, recording information

6. **Is the information necessary for the initiative?**

a. Yes

7. **Is the information sensitive** (i.e. is the information one of the following types of information: medical or financial information, detailed identification information (e.g. driver's license number, SIN number, date of birth))?

a. No

8. **What information is newly collected by the initiative or has already previously been collected by the university but is now being put to a new use** (e.g. student email addresses are already known, and may be newly used in this software)?

**Previously Collected Information (Now Used in a New Way)**

- | [Redacted]
- | [Redacted]
- | [Redacted]

Newly Collected Information

- | [Redacted]
- | [Redacted]
- | [Redacted]

9. How and from whom is the newly collected PI collected?

From Whom

- | [Redacted]
- | [Redacted]
- | [Redacted]
- | [Redacted]

How It Is Collected

- [Redacted]
  - | [Redacted]
  - | [Redacted]
- [Redacted]
- [Redacted]

Key Points

- [Redacted]
- | [Redacted]

**10. Please complete the Collection Notice below:**

Microsoft 365 LTI collects personal information on behalf of SFU under the authority of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c.165). The personal information collected includes email, username, full name, profile picture, course name, ID, canvas role, deployment IDs, SIS IDs.

It is related directly to and needed by the University to facilitate access to Microsoft 365 services and to support collaborative teaching and learning tools. It is used to match user accounts between Canvas and Microsoft, manage file-sharing permissions, and display user identity within Microsoft 365 applications. The information may be disclosed to Instructure and Microsoft as required to facilitate these services.

If you have any questions about the collection and use of this information, please contact the instructor for your course or [**provide contact email**].

**11. Where will the Collection Notice be placed**

- a. [Privacy Protection Notice - Canvas Support - Simon Fraser University](#)

**12. How will the PI be used?**

- a. **Identity Matching:** Canvas user emails are matched with Microsoft 365 accounts to enable features like file sharing and grade syncing.
- b. **Authentication:** Users log in via Microsoft 365 credentials for secure single sign-on (SSO).
- c. **Permissions:** Admins grant consent for the app to access resources like OneDrive and Teams for collaboration and assignment management.
- d. **Data Shared:** Personal data such as names, email addresses, and course enrollment details are exchanged to support collaboration, and permissions.
- e. **Compliance:** Data handling follows Microsoft and Canvas privacy policies

**13. Is the information used to make decisions that will affect the individual?**

**No**

- **If yes, how long will the records containing the information be retained?**

**14. Is there a retention schedule for the records being created by this program/initiative?**

**If yes, please provide the RRSDA number (a list of RRSDAs can be found at <https://www.sfu.ca/archives/records-management/directory-of-university-records.html> )**

- [RRSDA-1999-002](#)

**15. What is the process to correct the PI if requested by the affected individual? (if no process exists, will you rely upon the University's procedure for making changes and corrections to personal information? The University procedure can be found at <https://www.sfu.ca/archives/fippa/changes-corrections.html> )**

- [Students use a self-serve update procedure in the student information system \(goSFU\)](#)
- [Instructors send requests for updates to Human Resources](#)

**16. Who will have access to the PI?**

- [Authorized end users \(i.e. instructors, students and administrators\) can access the personal information.](#)

**17. Are there any foreseen disclosures of the PI?**

- [None other than those mentioned above.](#)

**18. Role designated accountable (who would be responsible for monitoring the program/initiative and advising the Privacy Team if the program changes how or what personal information it collects, uses, or discloses?)**

- [Mike Stanger - \[mstanger@sfu.ca\]\(mailto:mstanger@sfu.ca\)](#)
- [Phyllis Lo - \[phyllis\\\_lo@sfu.ca\]\(mailto:phyllis\_lo@sfu.ca\)](#)

**19. Has an SFU IT security representative determined that this software employs reasonable security arrangements (if so, who?)**

- [Security review completed and approved by Steve Macgregor.](#)

## QUESTIONS FOR PRIVACY TEAM

**Legal Authority for collection, use, and disclosure**

- Collection: [26\(c\)](#)
- Use: [32\(a\)](#)
- Disclosure: [33\(2\)\(d\)](#)

**Privacy risks and responses/mitigations**

