

: GENERAL INFORMATION

PIA file number:

Initiative title:	Salon Monster (NLC Hairstylist Program)
Organization:	Northern Lights College
Branch or unit:	NLC — Trades and Apprenticeship
Your name and title:	██████████ Chief Information Officer
Your work phone:	██████████
Your email:	██████████
Initiative Lead name and title:	██████████ Instructor - Hairstylist
Initiative Lead phone:	██████████
Initiative Lead email:	██████████
Privacy Officer:	██████████ Privacy Officer
Privacy Officer phone:	██████████
Privacy Officer email:	privacyofficer@nlc.bc.ca

General information about the PIA:

Is this initiative a data-linking program under FOIPPA? If this PIA addresses a data-linking program, you must submit this PIA to the <u>Office of the Information and Privacy Commissioner</u> .
No
Is this initiative a common or integrated program or activity? Under section <u>FOIPPA 69 (5.4)</u> , you must submit this PIA to the Office of the Information and Privacy Commissioner.
No
Related PIAs, if any:
None

1. What is the initiative?

Salon Monster is a point of sale and scheduling/inventory software designed for Salons. Its developed within BC and hosted in AWS Canadian Datacenters. NLC would like to use this software to manage inventory of our hairstylist/aesthetics programs and train students in the processes around scheduling appointments for Salon services.

2. What is the scope of the PIA?

Covers the NLC student and faculty use of the platform and the client information collection and use.

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

No personally identifiable information will be put into the platform of NLC students/faculty, we will anonymize the accounts within the system by creating alias addresses to attach to students/staff NLC emails (e.g. SalonStudent1@students.nlc.bc.ca) (eg.

SalonInstructor@nlc.bc.ca) For the scheduling component, NLC staff/students will be inputting clients First and Last name, phone number and email address)

3.1 Did you list personal information in question 3?

- yes

4. How will you reduce the risk of unintentionally collecting personal information?

Through training and expectation of Staff/Students using SalonMonster for scheduling.

COLLECTION, USE AND DISCLOSURE

Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative.	Collection, use or disclosure	FOIPPA authority
Step 1: Client provides information from incoming phone call (250-784-7614) or email (salon@nlc.bc.ca) or online component of SalonMonster	Collection	26(c)
Step 2: Input booking into Salon Monster SaaS application	Use	32 (a)
Step 3: Receipt is printed on request for client	Use	32 (a)
Step 4 : Information from SalonMonster may also be used by Salon staff/students to help clients ID products/services they previously purchased	Use & Disclosure	32 (a) and 33

: STORING PERSONAL INFORMATION

5. Is any personal information stored outside of Canada?

No

6. Where are you storing the personal information involved in your initiative?

SalonMonster is hosted inside Canadian AWS datacenters.

Does your initiative involve digital tools, databases or information systems?

- o Yes

Do you or will you have a security assessment to help you ensure the initiative meets the security requirements of FOIPPA section 30?

- o Yes, we are using BCN ETS Amazon Web Services Risk Assessment/PIA as available on wiki.bc.net

Privacy Office Comments

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

Program Area Signatures

Program Area Comments:

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Contact Responsible for Systems Maintenance and/or Security	██████████ - Chief Information Officer	████████████████████ ████████████████████ ████████████████████	Nov 18 2025
Head of public body, or designate (if required)	██████████ Russell — VP Academic	████████████████████ ████████████████████ ████████████████████	Nov 18, 2025

