

PIA MEETING FOR:

Mendeley Cite

PIA number: 2022-053

Date of meeting: November 18, 2022

Present during meeting: Ernest Soares  
Courtney Pederson  
Mike Stanger

Notes taken by: Ernest Soares & Courtney Pederson

Questions for Initiative Lead

Purpose/Objective of Initiative

Mendeley Cite is a reference manager for Microsoft Word. Mendeley is an add-in for Microsoft word that generates citations and bibliographies to help change citation style within a document.

SFU IT Services Assessment

|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| App/Add-in Review                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Has an SFU IT Security Professional reviewed the app?                                                | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Name of reviewer                                                                                     | Courtney Pederson                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Application Scope                                                                                    | All SFU                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| App platform                                                                                         | Microsoft Word                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Permissions used                                                                                     | <p>Mendeley Cite does not use permissions related to Microsoft services at SFU. However, users must sign-up for an account before accessing add-in features.</p> <p>An Elsevier account (Mendeley Cite's publisher) will collect a principal ID (email address), affiliation (e.g. faculty/staff/alumni) and entitlement information (e.g. common library terms and conditions). User accounts are created at the discretion of each user and are not provisioned by SFU.</p> |
| Publisher attestation                                                                                | <a href="https://learn.microsoft.com/en-us/microsoft-365-app-certification/word/elsevier-limited-mendeley-cite?pivots=general">https://learn.microsoft.com/en-us/microsoft-365-app-certification/word/elsevier-limited-mendeley-cite?pivots=general</a>                                                                                                                                                                                                                       |
| Vendor Agreements                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Has a contract been signed with vendor (if yes, send to privacy team for review with these answers): | <input type="text" value="No"/>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Was SFU's Cloud Privacy Protection Schedule appended to the contract?                                | <input type="text" value="N/A"/>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Personal Information (PI) Assessment

| Identified Personal Information (PI) Elements                                                                                                                                                             |                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Non-personal information elements involved:</b>                                                                                                                                                        | Name.<br>Business contact details and SFU affiliation.                                                              |
| <b>What personal information is collected (e.g., email addresses, IP addresses, assignment work)?</b>                                                                                                     | Name<br>Student email address<br>SFU affiliation (in the case of students this would amount to educational history) |
| <b>Is the information necessary for the initiative?</b>                                                                                                                                                   | <input type="text" value="Yes"/>                                                                                    |
| <b>Is the information considered sensitive?</b>                                                                                                                                                           | <input type="text" value="No"/>                                                                                     |
| <b>What information is newly collected by the initiative, vs information already collected and newly used (e.g., Student email addresses are already known, and may be newly used for this software):</b> | Name<br>Student email address<br>SFU affiliation (in the case of students this would amount to educational history) |

| Collection and Notification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                |
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| <b>Will PI information be collected directly or indirectly?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <div>Directly</div>                                            |
| <b>Where will the Collection Notice be posted?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | An SFU collection notice is presented during account creation. |
| <div>The following language is recommended for an SFU Collection Notice:</div> <p>The information in the Mendeley App is collected by Simon Fraser University (SFU) under the authority of the British Columbia Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165). The information such as your name, email address, and university affiliation is directly related to and necessary for the purposes of account creation. The information provided will be used to create your Mendeley account.</p> <p>If you have any questions about the collection and use of this information please contact:<br/>Mike Stanger, Associate Director, Learning and Community Systems, IT Services, mstanger@sfu.ca</p> |                                                                |
| Personal Information Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                |
| <b>How will the PI be used?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The personal information is only used during account creation. |
| <b>Who will have access to the PI?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Not applicable.                                                |
| <b>Any foreseen disclosures of PI?</b><br><i>In any instances of anticipated indications of a risk of harm, the I.10.11 Procedure for Disclosure in Emergency and Compelling Circumstances will be followed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | No foreseen disclosures of PI information.                     |

Questions for the Privacy Team

| Legal Authority for collection, use, and disclosure                                                                                                                                                      |                                                                                                                                                                                                                                             |
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| Collection:                                                                                                                                                                                              | 26(c)                                                                                                                                                                                                                                       |
| Use:                                                                                                                                                                                                     | 32(a)                                                                                                                                                                                                                                       |
| Disclosure:                                                                                                                                                                                              | 33(2)(d)                                                                                                                                                                                                                                    |
| Privacy risks and responses/mitigations                                                                                                                                                                  |                                                                                                                                                                                                                                             |
| Physical security risks:                                                                                                                                                                                 | none                                                                                                                                                                                                                                        |
| Over-collection risks:<br><i>Open ended entry fields allow for greater PI than needed for the activity could be collected. Add disclaimer to collection notice to advise User to limit PI disclosed.</i> | none                                                                                                                                                                                                                                        |
| Other                                                                                                                                                                                                    |                                                                                                                                                                                                                                             |
| Do the decisions made affect an individual                                                                                                                                                               | No                                                                                                                                                                                                                                          |
| Retained at least 1-year?                                                                                                                                                                                | N/A                                                                                                                                                                                                                                         |
| Disposal                                                                                                                                                                                                 | N/A                                                                                                                                                                                                                                         |
| Process to correct PI:                                                                                                                                                                                   | SFU has a process in place to correct or annotate an individual's personal information upon request:<br><a href="https://www.sfu.ca/archives/fippa/changes-corrections.html">https://www.sfu.ca/archives/fippa/changes-corrections.html</a> |
| Role designated accountable:                                                                                                                                                                             | Mike Stanger, Associate Director, IT Services                                                                                                                                                                                               |