

Preliminary Privacy Impact Assessment (PIA)

Project ID #		Previously Assessed? (use dropdown below)
Project Name:	Microsoft Teams	Previously Assessed - No
Project Lead:	Dave MacNeill	
Information Owner:	TRU	
Expected Go-live Date:	Currently Live	

Purpose & description of Initiative: Microsoft Teams is a unified communications platform that combines persistent workplace chat, video meetings, file storage, and application integration. The service integrates with the company's Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products.

IMPACT		Click cell for drop down menu	Score
1	How many individual records are stored, accessed or used?	1-1000	s.13
2	What is the most sensitive type of Personal Information in these records?	Employee Information	
3	Is any of the information owned by another organization?	No	

As per Dave McNeil - this is for closed chat. Works through Active Directory. Everyone would need to activate an account to use it.

PROBABILITY		Score
4	Where will the information be stored?	Off-campus (inside Canada)
5	How many users will have access to the information?	1-10
6	Will a third party (e.g. vendor or service provider) have access to the information?	No

Under Impact #2 list types of student/employee information involved:

- student/employee name
- student/employee email
- Since this is a chat based tool whatever information a user types into the chat or uploads into files.
- Video recording of a meeting can be stored in Microsoft Stream (an Office 365 component)

PIA Priority Rating Table					
Impact	Probability				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Colour Coding Key
LOW
MEDIUM
HIGH
VERY HIGH

Classification for this Project
s.13

How will system access be given? (if applicable): TRU log in credentials with Disclaimer

Describe outsourced/contracted services: N/A

Is this part of a larger initiative - Yes

If yes, explain: This is part of the Microsoft Office 365 adoption for TRU

Technical description (i.e. client agent, SSL, FTP, hosted, etc): Unified communications platform that combines persistent workplace chat, video meetings, file storage, and application integration.

NOTES:

1. This tool is designed to assess the level of overall privacy and security risk for your project. It considers the volume/sensitivity and use of information. The overall risk is calculated as follows: RISK = IMPACT x PROBABILITY
2. Employee information does not include business contact information (name, business address/phone/email used for business purposes).
3. For information and instructions on how to use this tool, see: [Privacy Webpage](#)
4. Other confidential information as defined in the [Information Classification Standard](#).
5. Return completed form to privacy@tru.ca. Please be sure to include the name of your project in the subject line.