



Project Privacy Assessment and Information Risk Classification Tool

Project ID #	Proctor U - 04152015	Previously Assessed? (use dropdown below)
Project Name:	On-line Exam Proctoring for Open Learning	Previously Assessed - No
Project Lead:	Dr. Valerie Peachey	
Information Owner:	Lindsay Harris	
Expected Go-live Date:		

Purpose & description of Initiative: This system provides online exam proctoring for Open Learning students. THIS IS JUST FOR THE PILOT OF APPROX 30 STUDENTS. If we choose to move forward with this or another company then it will be records for 12,000 + exams per year. We have put that data is stored outside Canada but we are double checking that with the company.

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?	Student Information	
3	Is any of the information owned by another organization?	No	

PROBABILITY		Score
4	Where will the information be stored?	Off-campus (outside 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?	Yes

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

- Full Name
- Address
- Phone
- Email address
- Course
- Student Number
- Affiliation with TRU
- Record of students computer screen activity
- Identification for authentication (???)
- Video of session
-
-
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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) : The student contacts the company and gives them access to their PC.

Describe outsourced/contracted services: The company will act as Proctor for students taking exams. They will do identification and surroundings checks with the student, unlock their exam and then watch the student take the exam to ensure they do not access other material.

Is this part of a larger initiative - Yes

If yes, explain: This is a pilot to see how the online proctoring works with certain types of courses and exams. It is the intention to roll out online proctoring to all courses over the next couple of years

Technical description (i.e. client agent, SSL, FTP, hosted, etc): We would guess at hosted but not really sure.

NOTES:

1. This tool is designed to assess the level of overall privacy and security risk associated with your project. It considers the volume and
2. Employee information does not included business contact information.
3. For instructions on how to use this tool, see: <http://www.tru.ca/vpadmin/foipop.html>
4. Other confidential information as defined in the [Information Classification Standard](#).
5. Return completed form to lwale@tru.ca. Please include a screen shot of all data fields related to this project (if applicable)