

Project Privacy Gateway Assessment

Project ID #		Previously Assessed? (use dropdown below)
Project Name:	On-line Exam proctoring for open learning _ProctorU	Previously Assessed - No
Project Lead:	Sarah Langlois	
Information Owner:	Marian Haniford	
Expected Go-live Date:		

Purpose & description of Initiative: This system provides online exam proctoring for Open Learning students. We have around 12,000 exams taken each year.

IMPACT		Click cell for drop down menu	Score
1	How many individual records are stored, accessed or used?	10,001-100,000	s.13
2	What is the most sensitive type of Personal Information in these records?	Other Confidential 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?	11-100
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:

- most courses in open learning have examinations
- we will probably start with MBA students
- the proctors would see the exams
- the students are photographed and so is their government ID
- Authentication done through a mini quiz with questions about past addresses etc

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
s.13

How will system access be given? (if applicable) : The user/student is required to click a button to allow the proctor to access their computer. Some sessions will be recorded.

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 - No

If yes, explain:

Technical description (i.e. client agent, SSL, FTP, hostedt, etc):

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 included 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.