

# Appendix A: Checklist and Confirmation Page for a Wordpress Blog

Name of Blog (as it will appear on the site):

Ministry and Program Area:

Ministry Blog Administrator:

Email:  Phone:

Go-Live Date:

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Please check the appropriate answers to the following questions:

### **Purpose**

Does the program area require a blog that will potentially collect personal information (in relation to a program or activity of the Ministry) because it is necessary to:

- ◆ Provide a forum for citizen engagement and/or discussion; Yes  No
- ◆ Hear users' thoughts and/or opinions on a subject;
- ◆ Facilitate discussion between users;
- ◆ Notify users of further opportunities for discussion; or,
- ◆ Provide users with updates on the progress of the matter under discussion?

*Please provide a description of the original purpose and any proposed consistent/secondary purpose(s).*

### **Collection and Notification**

Has a "Collection Notice" (as per Appendix B) been posted on the Ministry's blog, or has a link to the "Collection Notice" been provided? Yes  No

Will all posts/comments be frequently monitored by the Ministry's blog moderator?

Name of Moderator:

Will comments that fall outside of the scope of the Ministry's blog or that share third party information (such as pictures of individuals other than the commenter submitting them) be deleted by the moderator and the group reminded of good privacy practices?  Yes  No

Do users need only to identify themselves with their profile username?  Yes  No

**Use and Disclosure**

Will the Ministry only use and/or disclose personal information submitted by users for the same purpose it was collected or in a way that is consistent with the original purpose of the collection as identified above (except as required by law)?  Yes  No

Will the Ministry only disclose personal information about individuals on the blog that has been authorized for disclosure by FOIPPA under section 33.1(1)(b) or 33.1(1)(q)?  Yes  No

**Records Management**

Has a records retention and disposition schedule been created?  Yes  No

If the blog is no longer regularly moderated, will it be removed from the Web and all records kept for the requisite amount of time (see records retention and disposition schedule)?  Yes  No

**I understand the information and analysis in this PIA is limited to the interaction between Wordpress and the requirements set out in the FOIPPA. It is the responsibility of our program area to review Wordpress' Terms of Use. We have reviewed and complied with all obligations created by other legislation and policy including, but not limited to, Legal Services Branch review of, and Risk Management Branch approvals for, indemnities created by Wordpress' Terms of Use.**  Yes  No

***If you have answered "No" to any of the above questions a separate PIA will need to be completed before your blog can be launched.***

Signatures:

Program Manager (name)

\_\_\_\_\_  
Signature

Date

Knowledge and Information Services

\_\_\_\_\_  
Signature

Date

***Knowledge and Information Services' comments:***

## Appendix B: Collection Notice

The personal information you post may be collected by the Ministry of \_\_\_\_\_ under s. 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purposes of engaging and consulting with the public. Please be aware that any information collected may be stored and/or accessed outside of Canada on servers not belonging to the government.

To protect your own privacy and the privacy of others, please do not include any personal information including phone numbers and email addresses in the body of your comment. Please do not share personal information about others.

If you have any questions about the collection of your personal information, please contact \_\_\_\_(business title, business address, business telephone)\_\_\_\_.