

Appendix A: Checklist and Confirmation Page for a YouTube Channel

Name of YouTube Channel (as it will appear on site):

Ministry and Program Area:

Ministry YouTube Administrator:

Email: Phone:

YouTube Go-Live Date:

Please check the appropriate answers to the following questions:

Purpose

Does the program area require a YouTube Channel 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; | <input type="radio"/> | <input type="radio"/> |
| ♦ 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 somewhere on the channel?

Yes	No
<input type="radio"/>	<input type="radio"/>

Will all posts be monitored by the Ministry's YouTube monitor?

Name of Monitor:

<input type="radio"/>	<input type="radio"/>
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Will direct messages that fall outside of the scope of the Ministry's YouTube channel or that share third party information (such as pictures of individuals other than the commenter submitting them) be deleted by the monitor and the group reminded of good privacy practices? Yes No

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

Use and Disclosure

Will the Ministry only use and/or disclose personal information submitted by users for the same purpose for which 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 that has been authorized for disclosure by FOIPPA under section 33.1(1)(b) or 33.1(1)(q)? Yes No

Have the required settings from the "Parameters of a Government YouTube Channel" been met (as per Appendix C)? Yes No

Records Management

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

I understand the information and analysis in this PIA is limited to the interaction between YouTube and the requirements set out in the FOIPPA. It is the responsibility of our program area to review YouTube's 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 YouTube's Terms of Use. Yes No

If you have answered "No" to any of the above questions please contact a Privacy Advisor at Knowledge and Information Services.

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, including pictures.

If you have any questions about the collection of your personal information, please contact __(business title, name, telephone number, email address)___.

Appendix C: Parameters of a Ministry YouTube Channel

Setting Category	Recommended Setting * = required	Reason
Account Settings		
<u>Sharing (On YouTube)</u>		
Upload a video	✓ *	This is a mandatory default setting. Private videos are never shared.
Favourite a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
Like a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
Comment on a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
Subscribe to a channel	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
<u>Sharing (On connected accounts)</u>		
Upload a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
Favourite a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
Like a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
Comment on a video	[unchecked] *	This setting, if checked, could unintentionally disclose the personal information of another user.
<u>Connect your accounts</u>		
Facebook	[unconnected] *	Connecting accounts may result in the unintentional disclosure of the personal information of users that interact with the BC Government's other social media channels.
Twitter	[unconnected] *	Connecting accounts may result in the unintentional disclosure of the personal information of users that interact with the BC Government's other social media channels.
orkut	[unconnected] *	Connecting accounts may result in the unintentional disclosure of the personal information of users that interact with the BC Government's other social media channels.
My Channel Settings		
Activity Settings	Allow channel comments but don't display until approved or Disable channel comments	This allows comments to be moderated to ensure that they do not contain unsolicited or obscene information.

Appendix D: Parameters of a Ministry YouTube Channel Screen Capture

This screenshot shows the 'Sharing and Connected Accounts' settings page in a YouTube account. The left sidebar contains navigation options: Overview, Profile Setup, Playback Setup, Email Options, **Sharing**, Privacy, Mobile Setup, and Manage Account. The main content area is titled 'Sharing and Connected Accounts' and includes the following sections:

- On YouTube:** A list of checkboxes for sharing actions: Upload a video* (checked), Favorite a video, Like a video, Comment on a video, and Subscribe to a channel.
- On connected accounts:** A list of checkboxes for sharing actions: Upload a video, Favorite a video, Like a video, and Comment on a video.
- Connect your accounts:** Links to connect with Facebook, Twitter, and orkut.
- Footer:** A 'Save Changes' button and a note: '* Public video uploads are always shared on YouTube'.

The bottom of the page features the YouTube logo, navigation links (Help, About, Press & Blogs, Copyright, Creators & Partners, Advertising, Developers), legal links (Terms, Privacy, Safety, Report a bug, Try something new!), and regional settings (English, Canada, Safety: On).

This screenshot shows a YouTube channel page for a user. The channel name is partially obscured by a white box. The page includes a search bar, subscriber and video view counts, and an 'Edit Channel' button. The main content area is divided into sections:

- Post to feed:** A text input field for posting to the channel's feed.
- Activity Settings Overlay:** A blue modal window with the title 'Activity Settings' and two buttons: 'Cancel' and 'Apply'. It contains three radio button options:
 - Allow channel comments
 - Allow channel comments but don't display until approved** (selected)
 - Disable channel comments
- Channel Activity:** A section titled 'Activity Settings' with 'Settings' and 'view' buttons.
- Channel Information:** A section titled 'About [channel name]' with an 'Edit' button. It includes a 'Section 26' warning, a 'Post a channel comment' input field with a 'Post' button, and channel details: 'Created by', 'Latest Activity' (Dec 20, 2011), and 'Date Joined' (Dec 20, 2011).
- Other Channels:** A button with a plus sign and the text 'Other Channels'.