



Privacy Impact Assessments (PIA)

Instructions for Government Ministries

What is a PIA? A PIA is an assessment of a current or proposed initiative (a system, enactment, project, program or activity) to evaluate privacy impacts, including compliance with the privacy protection responsibilities under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Why do I do a PIA? The PIA helps ensure that collection, use, disclosure, retention, and security of personal information is consistent with FOIPPA requirements and government policies, procedures and protocols and that any privacy impacts have been identified and mitigated or managed. A PIA must be completed for all initiatives by all ministries under section 69(5.1) of FOIPPA.

When do I do a PIA? During the development of any new project, program or activity, system or proposed enactment, or when making changes to an existing one, you will need to do a PIA and submit it to Knowledge and Information Services (KIS) for review and comment. (Even if personal information is not involved, completing a PIA will ensure that privacy has been assessed.) A PIA review by KIS must be completed before implementation of any initiative. Please note that the KIS review is not complete until the PIA has been signed by KIS.

* If your initiative involves data-linking or a common or integrated program or activity, as defined in FOIPPA, you must notify the Office of the Information and Privacy Commissioner (OIPC) at an early stage of development as required by s. 69(5.5) of FOIPPA. Contact KIS and they can assist you with this process. (See s.69 for the exception concerning the health care sector.)

How do I do a PIA?

1. Access the PIA template from the KIS website:
www.cio.gov.bc.ca/cio/priv_leg/foippa/pia/pia_index.page
2. Complete the template, providing as much plain language detail as possible. If you believe no personal information is involved in your initiative, stop after Part I. (Contact KIS if you have any questions or concerns while completing the form.)
3. Submit your PIA to KIS for initial assessment. Please allow at least two weeks for KIS to complete an initial assessment. More complex initiatives will require longer review periods.
4. Revise your PIA based on KIS's initial assessment and recommendations.
5. Submit your revised PIA with the signatures of the program manager and security officer (if applicable) for KIS's review, comment, and sign-off. KIS will then return the PIA to you.
6. Have your ADM (or equivalent) sign your PIA.
7. Keep a copy for your records and send a fully signed PDF-copy back to KIS.

Who do I contact about a PIA?

If you have questions, call the Privacy and Access Helpline: 250 356-1851

If you have completed your PIA send it to PIA.intake@gov.bc.ca for review and comment.