

Appendix A: Checklist and Confirmation Page for a Flickr Site

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

Ministry and Program Area:

Ministry Flickr site Administrator:

Email: Phone:

Go-Live Date:

Please check the appropriate answers to the following questions:

Purpose

Does the program area require a Flickr site 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 in the description pane of all photos that have commenting enabled? Yes No

Will all posts/comments be monitored by the Ministry's Flickr monitor?

Name of Monitor:

Will comments that fall outside of the scope of the Ministry's Flickr 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 Flickr username?

Use and Disclosure

Will the Ministry only use and/or disclose personal information submitted by users for the same purpose for 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)?

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)?

Have the required settings from the "Parameters of a Ministry Flickr Page" been met (as per Appendix C)?

Records Management

Has a records retention and disposition schedule been created?

I understand the information and analysis in this PIA is limited to the interaction between Flickr and the requirements set out in the FOIPPA. It is the responsibility of our program area to review Flickr'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 Flickr's Terms of Use.

If you have answered "No" to any of the above questions a separate PIA will need to be completed before your Flickr page 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, 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 Flickr Page

When the Flickr account is created, there are a number of default settings that should be selected.

Setting Category	Recommended Setting * = required	Reason
Global Settings		
Access to your original files and other sizes	No one	This is the only available option for free accounts. If the public body subscribes to a paid account, the same option is recommended.
Allow others to share your stuff	*No	This disables the ability of users to share the public body's photos via Facebook, or Twitter, etc. This would enable unauthorized disclosure of personal information.
Who can add you to a photo	Only you	This disables the ability of users to mark the public body as appearing in a photo. There is no evident use to this ability and may lead to unwanted markings.
Who can print your photos	Only you	This disables the ability of a user to request prints of the public body's photos which may result in unwanted distribution of photos.
Allow your stuff to be added to a gallery	*No	This disables the possibility that a public body's photo may be added to a gallery, which would likely be an unauthorized use of any personal information.
Hide your EXIF data	Yes	This disables the ability of Flickr to display the make of camera that took the photos. It is not necessary to hide this information, but as it is unnecessary, it is recommended that it remains hidden.
Show which application you used for uploading	No	This disables the ability of Flickr to display the application used to upload the photos. It is not necessary to hide this information, but as it is unnecessary, it is recommended that it remains hidden.
Hide your stuff from public searches	*Yes, on flickr.com and 3 rd party websites	This disables the ability of public body photos from appearing in searches such as Yahoo! Image Search. Given the purpose of the Flickr account is to engage the public and not primarily to provide images, this function must be disabled.
Hide your profile from public searches	No	This allows people searching for the public body to find their Flickr profile.
Who can see what on your profile	Email address: Anyone IM Names: Anyone Real Name: Anyone Current city: Anyone	Users should be able to see an email address for the account so that they may contact someone if they have questions regarding the collection of their information. The other information revealed is not necessary but may be beneficial to engagement efforts.
Make your photos eligible for invitation by Getty Images?	No thanks, I don't want to license my photos through Getty Images	Allowing Getty Images to license public body images would likely fall outside the original use of any photos containing personal information.
Defaults for new		

Uploads		
Who will be able to see, comment on, add notes, or add people	See: Anyone Comment on: Only you Add notes, tags, people: *Only you	These settings allow for anyone to see a photo that is uploaded, and does not allow commenting automatically. Photos the public body wishes to receive comments on, should have the commenting abilities added manually, and must also ensure that a collection notice is added into the photo's description field. There is no evident need for users to add tags, notes or people. If a program would like to involve a more "folksonomic" tagging aspect, it will be required to fill out a separate PIA.
What license will your content have	All rights reserved.	The public body must seek to limit the unauthorized use of photos that they upload to Flickr
Who will be able to see your stuff on a map	Only you	If the public body wishes to add geotags to photos that contain personal information, they will be required to complete a separate PIA.
Import EXIF location data	No	It is unnecessary to disclose the GPS coordinates of a photo. If the public body would like to disclose the GPS coordinates of a photo with personal information in it they will have to complete a separate PIA.
Auto-rotate your photos	Yes	This is not a mandatory setting; however, it is a beneficial one.
What Safety Level and Content Type will your photostream have	Safety level: Safe Content type: photos	If the Safety Level of the public body's photos are not considered "Safe" (suitable for a global public audience), they are not to be uploaded to Flickr. If a program area wants to upload Moderate or Restricted photos, they must complete a separate PIA.
Content Filters		
Search settings	*SafeSearch: On Content type: Photos/Videos	This setting relates to the administrator's use of the site, and should be set to SafeSearch in order to remain within the Appropriate Use Standards of government's Core Policy.
Autoplay videos	Yes	This is not a mandatory setting; however, it is a beneficial one.

Appendix D: Parameters of a Ministry Flickr Page Screen Capture

Your account

✔ Your Getty Images preference has been saved.

[Personal Information](#) [Privacy & Permissions](#) [Emails & Notifications](#) [Sharing & Extending](#)

Global settings

Who can access your original image files?	No one (because you have a free account).	edit
Allow others to share your stuff	No	edit
Who can add you to a photo?	Only you	edit
Printing	<ul style="list-style-type: none">Who can print your photos: Only youWhere to ship your prints: Canada	edit
Allow your stuff to be added to a gallery [?]	No	edit
Hide your EXIF data [?]	No	edit
Show which application you used for uploading	No	edit
Hide your stuff from public searches [?]	Yes, on flickr.com and 3rd-party sites	edit
Hide your profile from public searches	No	edit
Who can see what on your profile	<ul style="list-style-type: none">Email address: Anyone ([redacted]@yahoo.com)IM names: Anyone (n/a)Real name: Anyone (n/a)Current city: Anyone (n/a) Edit your IM names, real name, or current city	edit
Make your photos eligible for invitation by Getty Images?	No thanks, I don't want to license my photos through Getty Images	edit

Defaults for new uploads

Who will be able to see, comment on, add notes, or add people	<ul style="list-style-type: none">See: AnyoneComment on: Only youAdd notes, tags, and people: Only you	edit
What license will your content have	All rights reserved ©	edit
Who will be able to see your stuff on a map	Only you	edit
Import EXIF location data [?]	No	edit
Auto-rotate your photos [?]	Yes	edit
What Safety Level and Content Type will your photostream have	<ul style="list-style-type: none">Safety level: SafeContent type: Photos	edit

Content filters

Search settings	<ul style="list-style-type: none">SafeSearch: OnContent type: Photos / Videos	edit
Autoplay videos	Yes	edit