



IDENTITY AND AUTHENTICATION SERVICES

LETTER OF INTENT

Purpose

This Letter of Intent demonstrates and acknowledges the **CLIENT NAME** (the Client) and the **Provincial Identity Information Management Program (IDIM)** are committed to work in partnership to provide the <name of Client Service> to <insert target group> using IDIM's Identity and Authentication Services.

Description of Client Service

To offer <description of service> to:

- <insert bullet point details>
- <insert bullet point details>
- <insert bullet point details>

Scope of Work

The milestones achieved to date include:

- Information sessions which included IDIM presenting the BCSC integration approach and the Client providing an overview of their online service,
- Review of the onboarding kit and BCSC Authentication Service website,
- Completion of a Client Self-Assessment form.
- Joint planning sessions between IDIM and the Client, and,
- Completion of impact assessments by the BCSC Partners, i.e., Ministry of Health, the Insurance Corporation of BC, and Ministry of Technology, Innovation and Citizens' Services.

In addition to the Client's systems development lifecycle for their application, it is understood that Client and IDIM staff will be assigned to document a solution and complete the following deliverables.

IDIM and the Client together will be responsible for the following:

- Integration Solution Document including:
 - Business problem or opportunity
 - Existing services
 - New technology details, high level network/architecture
 - Timelines
 - Expected volumes (users and their frequency of access)
 - The IDIM services utilized

- Identity and Authentication Service - Service Agreement and Information Sharing Requirements (between the Client and IDIM)
- Briefing to the Office of the Information Privacy Commissionaire
- Citizen Communications and materials

The Client will be responsible for the following deliverables:

- Client Privacy Impact Assessment (PIA) and PIA Checklist
- Client Security, Threat and Risk Assessment (STRA), Key STRA Checklist and 3rd party review

Signed on behalf of Client:

name
title
branch/organization

Date

Signed on behalf of IDIM:

Sophia Howse
Executive Director
Provincial IDIM Program

Date