

Access and Privacy Office

University of Manitoba

Privacy Impact Assessment Checklist

Purpose: This checklist needs to be filled out and submitted if you are designing a new program or service; making significant changes to an existing program or service; or if you are converting from a conventional service delivery mode to an electronic service delivery mode.

To determine what assessments are needed, please complete all sections below.

TABLE A:

Project/Initiative Description and Ownership	
Name of Project/Initiative	
Name of Software/Tool Selected	
Project Description	
Name of Faculty/Department/Unit	
Business Owner	
Technical Owner	
Legal Counsel Contact	
IT Procurement Centre Contact	
Information Security & Compliance Office Contact	

TABLE B:

YES	NO	UNSURE	ASSESSMENT CHECKLIST
			Are you introducing a new business system that will collect, house, or manage access to University business records or data?

			Are you introducing changes to the business systems or infrastructure architecture that affect the physical or logical separation of sensitive and/or Personal Information , or the security mechanisms used to manage and control access to sensitive and/or Personal Information ?
			Is this system hosted on premise (i.e. Servers that reside in the University of Manitoba datacenter)?
			Does the program require the collection, use or disclosure of any Personal Information (such as name; address; age; identifying number; education, medical or employment history) through the use of manual forms or electronic means?
			Will the system house any information or records that would be classified as Restricted in the University's Data Classification framework?
			Will the system house any information or records that would be classified as Protected ?
			Will the program require the collection, use or disclosure of more Personal Information or more sensitive information (such as Personal Health Information) than in the past?
			Will the program require the collection of Personal Information from other programs within your institution, other institutions, other governments or the private sector?
			Will the Personal Information be used in decision-making processes that directly affect individuals, such as eligibility for programs or services?
			Will the Personal Information be used for any other purposes, including research and statistical purposes ?
			Will the Personal Information be shared with any other organizations for any purposes other than for which it was originally collected?
			Do you anticipate that the public will have any privacy concerns regarding the proposed program or service?

TABLE C:

Privacy Impact Assessment Checklist Completed by:	
Name	
University Unit	
Phone Number	
Email Address	
Date	

Click [HERE](#) to submit your completed Privacy Impact Assessment Checklist.

The checklist will be submitted to the Access and Privacy Office. Access and Privacy Office staff will be in contact to discuss your submission and determine next steps.

For more information regarding the Privacy Impact Assessment (PIA) process, contact the Access and Privacy Office at fippa@umanitoba.ca