Yukon Information and Privacy Commissioner

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Privacy Impact Assessment (PIA) Checklist (ATIPPA/HIPMA)

For use when submitting a privacy impact assessment to the Information and Privacy Commissioner (IPC).

PIAs will not be accepted without a completed checklist and the necessary supplementary information.

PART 1 – APPLICABLE LEGISLATION
☐ **ATIPPA** *Access to Information and Protection of Privacy Act*
☐ **Y** ☐ **N** **Is submission to the IPC mandatory under the ATIPPA?** **IF YES, which type of service is being implemented?** ☐ **Specialized service:** ☐personal identity service ☐integrated service ☐ **Data-linking activity**
☐ **HIPMA** *Health Information and Privacy Management Act*
☐ **Y** ☐ **N** **Is submission to the IPC mandatory under the HIPMA?** **IF YES, which section of the HIPMA General Regulation applies?** ☐ **Significant change to existing information system 15(2)(a)** ☐ **Operation of a new information system 15(2)(b)**

PART 2 – PUBLIC BODY / CUSTODIAN INFORMATION
Public Body/Custodian:
Name of public body/custodian contact person: Phone number: Email: *This should be the person who can answer questions about the PIA.*
Program Area responsible for the PIA:

PART 3 – REQUIRED INFORMATION ABOUT THE PIA
Name of the PIA:
Current version number:
☐ **Y** ☐ **N** **Was a previous version submitted to the IPC?** **If YES, provide the following information:** ☐ **Ensure the PIA includes the IPC file reference number (if known).** ☐ **Ensure the PIA identifies any significant changes in this version.** ☐ **Y** ☐ **N** **Did the ATIPPA Office comment on current or previous versions?** ☐ **If YES, ensure that the PIA includes these comments.**

☐ **Detailed description of the program or activity captured by the PIA.**

Ensure the PIA includes enough detail for the IPC to understand the context of the PIA.

☐ **Scope of the PIA, including any elements that have been deemed out of scope.**

Ensure the PIA includes enough detail for the IPC to understand how the out-of-scope items may impact the PIA. This may include file references to other PIAs (i.e. for out-of-scope elements), and the status of those PIAs.

Click or tap to enter a date. **Date when the program or activity will be implemented.**

For mandatory PIAs under ATIPPA: Has the public body provided enough time for a review by the IPC? If there are fewer than 60 calendar days remaining, it may be difficult for the public body to respond to any recommendations 30 days before the program or activity commences, as required under s.11(4) of the ATIPPA.

☐ **Ensure that all hyperlinks are externally accessible or have been included as an appendix.**

Our office cannot access information through YG SharePoint or intranet. Please ensure to include any linked information as a separate appendix, as required.

Ensure your PIA is sufficiently detailed including the following components (non-exhaustive list):

☐ **Detailed information flows in and out of the system**

☐ **List of the parties/partners involved in the PIA**

☐ **Details of physical, technical, and administrative security measures**

☐ **Records retention schedule**

☐ **Description of Access roles/responsibilities within the system**

☐ **Legal authority for collection, use, and disclosure of PI/PHI** - *This should include enough information to understand why the provision is appropriate, and how the limitation principle will be adhered to.*

PART 4 – REQUIRED DOCUMENTS

Ensure you have included the following documents with your PIA:

☐ **Security Threat Risk Assessment, if completed.**

For mandatory PIAs under ATIPPA: If submission of the PIA is mandatory under the ATIPPA, a STRA is required.

☐ **Copies of relevant legislation/regulations/Order in Council (or externally accessible links).**

If a regulation has been passed authorizing a program or activity (e.g. a new information system), a copy or draft version must be provided. If this has not yet been completed, submission of the PIA to our office may be premature.

☐ **Completed copies of any relevant agreements:**

- ☐ Information manager agreements
- ☐ Information sharing agreements
- ☐ Service provider agreements

☐ **Relevant policies and procedures**

☐ **Relevant forms, collection notices, etc.**

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