



Adapted from the Ministry of Government Services (MGS) PIA guidelines

Project Name:	
Version:	
Date:	
Author:	

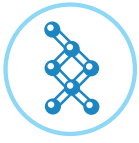
Document Approval:

Name	Title	Date

Project Background

Describe the project that is being assessed, its purpose, time frames, delivery mechanisms, and other information relevant to its management of personal information.

Project Description:



Executive Summary

In laypersons' terms, provide a brief summary of the project and the findings of the PIA. The Executive Summary should highlight major findings, identified problems, and proposed solutions or recommendations to reduce risk.

Major PIA Findings	Identified Privacy Problems	Recommendations to Reduce Risk

Introduction

Rationale for PIA:
Project Objectives:
Scope of the PIA (define the boundaries of the project):



Legislative and Policy Authorities for The Project

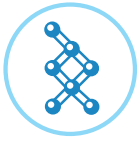
Where personal information is collected/used/disclosed by an institution, the institution must demonstrate that the collection, use and disclosure is in accordance with the *Education Act*, *MFIPPA/PHIPA*.

Description of Personal Information

No PIA is complete unless it identifies all personal information associated with the project and a recording of the information flow and business process model for linking, storage, and disposal of data records.

Personal Information Listing (Name, address, OEN, MEN, birth date, aboriginal status, etc.):

Data Flow Description and Maps (Data flow documentation depicts data flows into and out of the responsible entity. It concentrates on personal student and/or employee information collection, use and disclosure. Business process diagrams are a useful adjunct to the data flow documentation. Possible approaches to mapping the business process would include flow charts and business process models):



Potential Privacy Risks

Identifies the major privacy issues that the project might encounter and how best to minimize them.

Overview of Security and Monitoring Requirements

The PIA should include a discussion of the methods that will be used to monitor privacy compliance and secure data integrity throughout the project life cycle.