

# Privacy and Security

## Privacy Impact Assessment Checklist

October 30, 2023

Document Version and Status: 1.0 – Final



# 1. CHECKLIST

This document is a list of information required when submitting a privacy impact assessment (PIA) report.

Information to Include	Document Mapping (from vendor's substantiation) Page # and/or section name is required, where applicable
<b>Auditor Information</b>	
Organization Name	
Full Name	
Certification Type	
License or Certification #	
<b>Section 1.0: Executive Summary</b>	
Methodology	
Glossary	
Background	
Introduction	
Purpose and Scope	
Projects / Systems Overview	
Stakeholders and Roles	
Legislative Authorities <i>(PHIPA or other applicable provincial/territorial privacy statutes)</i>	
Business Requirements and Process a) Business Process Flow b) Business Requirements	
Data Analysis a) Data Flows b) Data Flow Diagram c) Data Flow Table d) Data Elements	

Information to Include	Document Mapping (from vendor's substantiation) Page # and/or section name is required, where applicable
Privacy Analysis (Principles) <ul style="list-style-type: none"> <li>a) Accountability</li> <li>b) Identifying Purpose</li> <li>c) Consent</li> <li>d) Limiting Collection</li> <li>e) Limiting Use, Disclosure and Retention</li> <li>f) Accuracy</li> <li>g) Safeguards</li> <li>h) Openness</li> <li>i) Individual Access</li> <li>j) Challenging Compliance</li> </ul>	