

# Privacy and Security

## Privacy Impact Assessment Checklist

August 31, 2024

Document Version and Status: 1.1 – Final



# 1. INTRODUCTION

## 1.1 Overview

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

## 1.2 Version History

VERSION	REVISION DATE	REVISION NOTES
1.0	2023-10-30	Initial release
1.1	2024-08-31	<ul style="list-style-type: none"> <li>a) Added Introduction section and version history</li> <li>b) Simplified section numbering</li> <li>c) Split Section 1 (Executive Summary) into two separate Sections 1 and 2 (not Support Artefacts)</li> </ul>

## 2. CHECKLIST

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: Executive Summary</b>	
Privacy Risk Summary	
<b>Section 2: Supporting Artefacts</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
<p>Privacy Analysis (Principles)</p> <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>	