

Privacy Impact Assessment

Appendix B.i of Protection of Personal Information Policy CORP.1-0x

Click here to enter a date.

Enter Program or Service

Enter Name of Author



Privacy Impact Assessment

1. Introduction

a) Name of Program or Service

[Click here to enter text.](#)

b) Name of Department, Branch and Program Area

[Click here to enter text.](#)

c) Name of Program or Service Representative

[Click here to enter text.](#)

d) Key Program or Service Dates

[Click here to enter text.](#)

2. Description

a) Summary of the New Program or Service or Change

[Click here to enter text.](#)

b) The Intended Scope

[Click here to enter text.](#)

c) Conceptual Technical Architecture (if applicable)

[Click here to enter text.](#)

d) Description of Information Flow (include text and diagram to describe flow as necessary)

[Click here to enter text.](#)

3. Collection, Use and Disclosure of Personal Information

NOTE: Tables would be helpful to organize the answers to (a), (b), (c), and (d)

a) Authority for the Collection, Use and Disclosure of Personal Information

[Click here to enter text.](#)

b) List of Personal Information to be Collected, Used and/or Disclosed, the Method of Collection and Disclosure, and the Rationale for each

[Click here to enter text.](#)

c) The Sources and Accuracy of the Personal Information

[Click here to enter text.](#)

d) The Location of the Personal Information

[Click here to enter text.](#)

e) The Retention Schedule and Method of Destruction or De-identification for Personal Information

[Click here to enter text.](#)

f) Identification of Consent Issues

[Click here to enter text.](#)

g) Users of Personal Information

[Click here to enter text.](#)

4. Access Rights for Individuals to their Personal Information

[Click here to enter text.](#)

5. Privacy Standards: Concerns and Security Measures

a) Security Safeguards

[Click here to enter text.](#)

b) Avoidance of Unintentional Disclosure

[Click here to enter text.](#)

6. Conclusions

a) An Assessment of the Impact on Privacy, Confidentiality and Security of Personal Information as a Result of the New Program or Service or Change

[Click here to enter text.](#)

b) Strategy for Mitigation of Privacy Risks

[Click here to enter text.](#)

c) Additional Comments

[Click here to enter text.](#)

Approved By:

Employee (Author)

Manager / Director (or designate)

Town Clerk (or designate)

Form to be submitted to Legislative Services for approval.