

City of St. John's Corporate and Operational Policy Manual

Procedure Title: Privacy Assessment Procedures (PPIA and PIA)	
Authorizing Policy: Privacy Management Policy	
Procedure #: 01-04-02-03	
Last Revision Date: N/A	Procedure Sponsor: City Clerk

1. Procedure Statement

This document provides information to assist Employees in developing a Preliminary Privacy Impact Assessment (PPIA), and if required, a Privacy Impact Assessment (PIA).

2. Definitions

“Department Head” means any Employee reporting directly to the City Manager and/or Council.

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Office of the Information and Privacy Commissioner” (OIPC) means the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

“Personal Information” shall have the same meaning as defined by Section 2(u) of ATIPPA, that is, “Recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,

- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics,
- vi. information about the individual's health care status or history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment status or history,
- viii. the opinions of a person about the individual, and
- ix. the individual's personal views or opinions, except where they are about someone else.”

“Preliminary Privacy Impact Assessment” means a preliminary assessment to identify the privacy implications of a City project, and to determine whether a Privacy Impact Assessment should be completed for a project.

“Privacy Impact Assessment” means an assessment to determine if a current or proposed project meets or will meet the requirements of ATIPPA.

“Program Manager” means anyone responsible for leading the development and/or implementation of any new or substantially modified City project that accesses, collects, uses, discloses, or disposes of Personal Information.

3. Procedure Requirements

3.1 Preliminary Privacy Impact Assessments

All PPIAs shall use the City PPIA Template, available via the City intranet.

For any new or substantially modified project that accesses, collects, uses, discloses, or disposes of Personal Information, the responsible Program Manager shall complete a PPIA and forward it to the Access to Information and Protection of Privacy Coordinator (“ATIPP Coordinator”) **prior to advancing** any direction/decision notes for approval. If no direction/ decision note is required, the PPIA shall be completed and forwarded to the ATIPP Coordinator prior to implementation of the program or project.

Further information on completing a PPIA is detailed in the **Privacy Assessment Guidelines**. If requested, the ATIPP Coordinator shall work with the Program Manager to assist in completing the PPIA.

The ATIPP Coordinator shall complete a risk analysis and shall provide the Program Manager with a report. The report shall advise whether the project is approved, conditionally approved with recommendations, requires more analysis, and/or requires a PIA.

The information from this report and/or subsequent PIA report shall be noted in the “Privacy Considerations” section of the direction/decision note, if one is required.

The ATIPP Coordinator shall follow up with the Program Manager on the implementation of any recommendations within the timeframe specified in the report.

If the ATIPP Coordinator advises that a PIA is required, a PIA shall be completed, in collaboration with the ATIPP Coordinator, **prior to the start** of the proposed program or project.

The completion of a PIA shall comply with the procedures in Section 3.2.

3.2 Privacy Impact Assessments

All PIAs shall use the City’s PIA Template, available via the City intranet.

When the ATIPP Coordinator advises that a PIA is required, the Program Manager and the ATIPP Coordinator shall establish a timeline for the development of the PIA. Further information on completing a PIA is detailed in the **Privacy Assessment Guidelines**.

The PIA development team shall include, but is not limited to the following members:

- a) Program Manager
- b) ATIPP Coordinator
- c) IT representative for projects with IT elements (e.g., website, database, etc.)
- d) Solicitor

The Program Manager for the project shall lead the completion of the PIA with support and input from the other team members. The ATIPP Coordinator shall review the document and complete the risk analysis and recommendations sections of the PIA.

Once the PIA is completed, it shall be submitted to the City Clerk for final approval. Following approval, the ATIPP Coordinator shall monitor the project at prescribed times to ensure any recommendations in the PIA have been implemented.

4. Application

This procedure applies to any new or substantially modified project involving Personal Information that is under the custody and/or under the control of the City, including (i) those developed by external contractors and/or consultants and (ii) offsite electronic systems (e.g., cloud solutions).

5. Responsibilities

5.1 ATIPP Coordinator is responsible for:

- a) Reviewing PPIAs and providing feedback in a timely manner;
- b) Assisting in the development of PPIAs when requested;
- c) Working with Program Managers and the PIA team to complete any required PIAs;
- d) Providing analysis and recommendations of PIAs for the City Clerk's review;
- e) Monitoring projects with PPIAs and PIAs to ensure any recommendations have been appropriately implemented; and
- f) Advising the City Clerk if there are issues with the implementation of PPIA and/or PIA recommendations.

5.2 Program Manager is responsible for:

- a) Completing PPIAs when required and forwarding them to the ATIPP Coordinator prior to advancing any related direction/decision notes for approval, or otherwise, prior to implementation of the project;

- b) Working with the ATIPP Coordinator and the PIA team to complete any required PIAs prior to implementation of the project; and
- c) Implementing any recommendations resulting from PPIAs and/or PIAs.

5.3 Department Heads are responsible for:

- a) Ensuring that Program Managers in their department (including any external consultants/contractors) complete required PPIAs and PIAs and include the appropriate information in direction/decision notes; and
- b) Ensuring that PPIA and PIA recommendations are incorporated into the applicable project.

5.4 City Clerk is responsible for:

- a) Reviewing and approving/rejecting completed PIAs.

6. References

- [Access to Information and Protection of Privacy Act, 2015](#)
- 01-04-02 Privacy Management Policy
- Privacy Assessment Guidelines

7. Approval

- Procedure Sponsor: ATIPP Coordinator
- Procedure Writer: ATIPP Coordinator / Policy Analyst
- Date of Approval from:
 - Corporate Policy Committee: November 13, 2018
 - Senior Executive Committee: May 24, 2019

8. Monitoring and Contravention

The ATIPP Coordinator shall monitor the application of this procedure.

Any contravention of the procedure may be brought to the attention of the Department of Human Resources, the Office of the City Solicitor, the City Manager, and/or the OIPC for further investigation and potential follow up disciplinary or legal action, including dismissal.

9. Review Date

Every 3 years