

# Privacy Impact Assessment (PIA) Audit Guide

## FACT SHEET

### What does the Privacy Impact Assessment Policy Audit Guide provide?

- It is a quick reference for Internal Auditors on the PIA Policy, its objectives and related government policies and guides.
- It provides essential information -for conducting an audit of the implementation of the PIA Policy or for a single Privacy Impact Assessment.
- It provides a brief overview on how other government institutions have implemented the PIA Policy.

### Why an Audit Guide?

- It helps Internal Auditors develop lines of audit enquiry and an audit program by:
  - Identifying audit objectives and criteria.
  - Providing easy to use audit checklists that include suggested audit tasks.
  - Describing important PIA management issues.
- It guides program and service managers on how to self-assess their own compliance with the PIA Policy and to implement best practices.
- It saves time by presenting reference material.

### What is in the PIA Audit Guide?

- An overview of the PIA Policy and its requirements
- Suggested audit objectives and criteria that have been tested in the audit and privacy communities for soundness and relevance
- Audit checklists, for ease of use
- References to related legislation, polices and guides
- Web addresses (tools, guides, policies, legislation and related TBS site)
- An acronym glossary

### Who prepared the Audit Guide?

- Information, Privacy and Security Policy Division, CIO Branch, TBS in collaboration with Centre of Excellence for Internal Audit, TBS, and the Office of the Privacy Commissioner and Internal auditors and PIA practitioners from several departments and agencies.

**What are the benefits?**

- ❑ Promotes a common understanding of key objectives and policy requirements
- ❑ Identifies required elements and best practises for establishing an effective PIA oversight regime
- ❑ Prepares departments and agencies for internal audit and assists in moving further ahead in PIA Policy implementation
- ❑ Identifies areas of highest risk and leads to effective use of resources