

MGS Privacy Impact Assessment Screening Tool ⁱ

The purpose of this PIA Screening Tool is to determine if further privacy assessment will be necessary for your project, program or initiative.

Generally speaking, a PIA is required when there is a substantive change in the collection, use, disclosure or retention of personal information by a ministry program. Some examples of when a PIA is required include when:

- New systems are being considered
- Existing systems are being consolidated
- Proposal may affect client privacy
- Anonymity or pseudonymity is constrained or eliminated
- Proposals include multi-purpose identifiers, biometrics, smart cards, etc.
- Data warehousing and or data marts are being proposed
- New service delivery models are being considered
- Proposals are being submitted to Management Board of Cabinet

Please provide the information requested below. Should you require assistance answering these questions, please contact Eric Lawton (416-327-2659) or Mark Hallas (416-325-5294) at the MGS Access and Privacy Office.

When you have completed the questionnaire, please forward it to the MGS Corporate Access and Privacy Office, email: web.foi@mgs.gov.on.ca or fax: (416) 327-2190. One of our staff will contact you to discuss the proposal.

Project/Program Name:

Project/Program Contact:

Name:

Title:

Phone #:

Date Completed:

1. Give a brief description of the project, including purposes for the collection of information.
2. List the internal and external stakeholders involved in the project.

3. Can you describe the personal information to be collected, used, disclosed or retained in the proposed system? (Refer to definition for personal information, section 2 in FIPPA and Annotations on MGS Access and Privacy Website).
4. Who collects the personal information?
5. How is the information collected?
6. Where will the personal information be going?
7. Will the information cross Ontario or Canadian borders?
8. Who can access this information in the proposed system?
9. Do you know the legislative authority for the collection, use and disclosure of personal information by your program?
10. Will you be using external service providers or other agents for any part of the system?
11. Are changes required to the existing ministry systems?
12. Are there any new systems to be added to the ministry environment?
13. Will the project be using production data for testing?

14. Who makes the decisions on the proposed system, i.e. who is the program owner?

ⁱ The MGS Access and Privacy Office is grateful to the Workplace Safety and Insurance Board (WSIB) for developing the original Screening Tool that was used as the basis for this document.