**EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA**

**CORPORTE SECRETARIAT BRANCH**

**PRIVACY CHECKLIST**

The privacy checklist is used to determine whether a Privacy Impact Assessment or other privacy compliance analysis is required for a program or activity. This determination is to be done in consultation with the Corporate Secretariat’s Privacy Management Division.

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| **GENERAL INFORMATION** |
| **Branch, Division, and Unit** |  |
| **Title of Activity (for Treasury Board Submissions or Memorandum to Cabinet, please write the title of the submission)** |  |
| **Contact person (Name, title, email, and phone number)** |  |
| **Is the activity considered a major, minor, or small project under** [**ESDC’s Investment Management Process**](http://iservice.prv/eng/finance/ipprocess/topics/project_identification.shtml)**?** | [ ] Major | [ ] Minor | [ ] Small | [ ] N/A | [ ] TBD |

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| **PROGRAM OR ACTIVITY DESCRIPTION** |
| **Please provide a brief description of the program or activity you are looking to implement, as well as any background information on the program or activity[[1]](#footnote-1).**  |
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| Will the program or activity involve **personal information[[2]](#footnote-2)**?  |[ ]  YES |[ ]  NO |
| If **YES**, please list what personal information elements are involved: (e.g. name, email address, date of birth, personal opinion, phone number):  |
| Is any personal information of a **sensitive nature** involved (e.g. Social Insurance Number, medical information, financial information, biometric information, enforcement or investigation-related information, information about youth or a vulnerable group)?  |[ ]  YES |[ ]  NO |
| Were any privacy assessments (e.g. review of privacy notices or information sharing agreement, privacy impact assessment, threshold assessment) completed on any part of your program or activity since April 2010? |[ ]  YES |[ ]  NO |
| If **YES**, please note any assessment(s) below and the date they were completed (month and year). |

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| **USE OF PERSONAL INFORMATION[[3]](#footnote-3)**  |
| Will the personal information associated with the proposed program or activity be used for a decision-making purpose that directly affects the individual to whom the information relates? (e.g. receipt of a benefit, user authentication or registration, eligibility for a program) |[ ]  YES |[ ]  NO |
| If **YES**, please explain: |
| Will the activity result in a substantial modification to the privacy practices and/or to the handling of personal information of a proposed program or activity where personal information is used for a decision-making purpose that directly affects the individual to whom the information relates?(e.g. collecting information from another source, collecting new personal information, automating a process, changes to IT infrastructure that result in changes to the handling, protection, or processing of personal information) |[ ]  YES |[ ]  NO |
| If **YES**, please explain: |
| Will the activity involve contracting out or transferring of a part of the program or activity to another level of government or a third party (e.g. private sector, provincial government)? |[ ]  YES |[ ]  NO |
| If **YES**, please explain: |
| Does the program or activity involve any of the following **non-administrative** activities? (Select all that apply) | [ ]  Policy Analysis, Research, and Evaluation Activities[ ]  Statistical Analysis (including data linkage)[ ]  Public Opinion Research, Consultations, or Surveys (both internal and external to ESDC)[ ]  User/usability testing |
| Does the program or activity require any of the following items to be produced or updated? (Select all that apply) | [ ]  Privacy Notice Statement(s) / consent statement(s)[ ]  Personal Information Form(s)[ ]  Personal Information Bank(s)[ ]  Agreement(s) (e.g. Information Sharing Agreement, Memorandum of Understanding, Letter of Intent)[ ]  Contract(s) and/or Statement(s) of Work[ ]  Survey(s)[ ]  Other: *(please specify)* |

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| **CONCLUSION**  |
| [*To be completed by the Privacy Management Division – assessment to be provided and* *recommendation on whether a Privacy Impact Assessment is required as per TBS policy*] |

1. Please provide any document or information that can assist PMD in understanding whether there are privacy implications/risks associated to the project or initiative. [↑](#footnote-ref-1)
2. **Personal information** means information about an identifiable individual that is recorded in any form.

See section 3 of the [*Privacy Act*](http://laws-lois.justice.gc.ca/eng/acts/p-21/page-1.html#h-3)for the full definition. [↑](#footnote-ref-2)
3. These questions are used to determine if a Privacy impact Assessment is required as per the Treasury Board Secretariat Directive on Privacy Impact Assessment. [↑](#footnote-ref-3)