



Privacy Impact Assessment Checklist

Created Date: Sep 7, 2022
Last Update: Jun 8, 2023
Version: 2

Version Control

Version	Date	Contributors	Role	Description of change
1	September 7, 2022	Bosco Chan		Initial draft of Privacy Impact Assessment standard
2	June 8 th , 2023	Bosco Chan		Added mandatory requirements and assessor profile section

Final Sign off

Approved by:

Name	Role	Signature	Date

Preliminary – Conducting Individual / Organization

Information in this section is mandatory to ensure that an appropriately qualified individual has conducted the Privacy Impact Assessment (PIA). Please note that rows highlighted in yellow are mandatory requirements, gaps for any of these items mean that the whole PIA will be failed.

Assessor Profile				Additional comments
		Reviewed		
		Met	Gap	
Organization Name:		☐	☐	
Full Name:		☐	☐	
Certification Type (i.e. CIPP)		☐	☐	
Licence/ Certification #:		☐	☐	

Note: Accepted certification: CIPP

Section 1.0 - Executive Summary

Information Request	Document Mapping (from Vendor Substantiation) Page No. and/or Section Name is Required	Reviewed		Comments
		Met	Gap	
Privacy Risk Summary		☐	☐	

Section 2.0 – Supporting Artefacts

Information Request	Document Mapping (from Vendor Substantiation) Page No. and/or Section Name is Required	Reviewed		Comments
		Met	Gap	
Methodology		☐	☐	
Glossary		☐	☐	
Background		☐	☐	
Introduction		☐	☐	
Purpose and Scope		☐	☐	
Projects / Systems Overview		☐	☐	
Stakeholders and Roles		☐	☐	
Legislative Authorities (PHIPA or other applicable Provincial/Territorial Privacy Statutes)		☐	☐	
Business Requirements and Process		☐	☐	
a) Business Process Flow		☐	☐	
b) Business Requirements		☐	☐	
Data Analysis		☐	☐	
a) Data Flows		☐	☐	
b) Data Flow Diagram		☐	☐	
c) Data Flow Table		☐	☐	

d) Data Elements		☐	☐	
Privacy Analysis (Principles)				
a) Accountability		☐	☐	
b) Identifying Purpose		☐	☐	
c) Consent		☐	☐	
d) Limiting Collection		☐	☐	
e) Limiting Use, Disclosure and Retention		☐	☐	
f) Accuracy		☐	☐	
g) Safeguards		☐	☐	
h) Openness		☐	☐	
i) Individual Access		☐	☐	
j) Challenging Compliance		☐	☐	