

Process Overview – PIA for Research

Privacy Office 2023

Privacy Impact Assessment (PIA) Process Overview

Northern Health uses a privacy impact assessment (PIA) to evaluate privacy compliance issues, privacy risks and related mitigations before a new or changed initiative is launched. Conducting the PIA is required by Northern Health policy and BC public sector privacy law.

PARTICIPANT	ACTIVITY
Principal Investigator	❖ Document what is being changed or implemented.
Privacy	❖ Review change and provide initial PIA orientation/guidance, where requested.
Principal Investigator	❖ Identify the author for the PIA (i.e. the <i>Working contact</i>).
Principal Investigator/ Working contact	❖ Prepare the PIA.
Privacy	❖ Guide working contact on PIA completion, where appropriate.
Working contact	❖ Complete PIA, review it with stakeholders for accuracy and completeness.
Principal Investigator/ Authorized signatory	❖ Submit PIA to the NH Privacy Office by email (<i>Authorized signatory</i> for the sponsoring or initiating department).
Privacy	❖ Review submitted PIA content and indicate clarifications requested to appropriately inform compliance/risk review.
Working contact	❖ Working contact updates PIA to provide clarifications and remediate any gaps in information required by the privacy office.
Privacy	❖ Complete the privacy compliance/risk assessment, document compliance/risk items requiring remediation and recommended mitigations.
Working contact	❖ Engage accountable stakeholders to confirm recommended mitigations for the privacy compliance/risk items identified.
Privacy	❖ Obtain sign-off on PIA and mitigation plan from appropriate stakeholders.
Privacy	❖ Inform Working contact and Principal Investigator when PIA has been fully signed.

Even if it is thought that no personal information is involved, Northern Health still needs to complete PART 1 of the PIA and submit it to the Privacy Office to ensure appropriate assessment.

A final copy of the PIA (with all applicable signatures and attachments) must be kept on record in the Privacy Office to complete the process.

For any question on the NH PIA process, you may contact:

Privacy@northernhealth.ca