

# REQUIREMENTS FOR PRIVACY IMPACT ASSESSMENT

Unless the regulations provide otherwise, before collecting personal information, the head of an institution shall ensure that a written assessment is prepared that contains the following information respecting any personal information that the institution intends to collect:

The Provision	What It Means	Notes
The purpose for which the personal information is intended to be collected, used and disclosed, as applicable, and an explanation of why the personal information is necessary to achieve the purpose.	Why is the business collecting this information?	
The legal authority for the intended collection, use and disclosure of the personal information.	Which law(s)/authority allow the business to collect this information?	
The types of personal information that is intended to be collected and, for each type of personal information collected, an indication of how the type of personal information is intended to be used or disclosed.	Exactly which information will the business be collecting? How will this information be used?	
The sources of the personal information that is intended be collected.	Where will the information be gathered from?	
The position titles of the officers, employees, consultants or agents of the institution who will have access to the personal information.	Who will have access to the information collected?	
Any limitations or restrictions imposed on the collection, use or disclosure of the personal information.	Which information will you specifically exclude, or be sure is NOT collected?	
The period of time that the personal information would be retained by the institution, in accordance with subsection 40 (1).	How long will the information be kept?	
An explanation of the administrative, technical and physical safeguards and practices that would be used to protect the personal information in accordance with subsection 40 (5) and a summary of any risks to individuals in the event of a theft, loss or unauthorized use or disclosure of the personal information.	How will the business protect the information collected? What are the risks to the business and it's associates if the information got into the wrong hands?	
Such other information as may be prescribed.	Is there any other part of the process that needs to be in writing?	

**Disclaimer:** This tool is provided for information-gathering and planning purposes only and does not constitute legal advice or a formal privacy assessment. Consult qualified legal and privacy professionals before relying on the information collected or making compliance decisions.