

## CONSULTATION REQUEST FORM

Our office welcomes requests for the reviewing of a program, policy or procedure, Privacy Impact Assessment (PIA), educational material, information sharing agreement, information system or amendments to legislation.

If you would like us to provide feedback on your program or initiative, please complete this form and submit it along with your materials to our office for consideration. Our goal is to provide an initial response within 72 hours to let you know whether we can assist and whether we require more information from you. If we can assist with your request, our commitment is to provide you with our comments within 30 days. We can give you advice, but we cannot design, approve or endorse any program or initiative. Our preference is to provide feedback on initiatives or programs before they are implemented.

We will keep this process confidential. However, the Information and Privacy Commissioner may decide in certain cases to ask you if he can make the comments provided by his office public if it has educational value or would be in the public interest.

Please email or mail the completed form to Diane Aldridge, Deputy Commissioner at:

**Office of the Saskatchewan Information and Privacy Commissioner**

503 – 1801 Hamilton Street Regina SK S4P 4B4

Email: [daldridge@oipc.sk.ca](mailto:daldridge@oipc.sk.ca)

Phone: 306-537-2146

If you have any questions about the process or about filling out this form, you may call or email Diane.

**DATE**

Today's Date

**CONTACT INFORMATION**

Organization

Last Name

First Name

Position

Phone Number

Email Address

**CRITERIA CHECKLIST**

*If additional space is required for any of the following fields, please attach a separate document.*

**1. Program, Policy or Initiative**

a. Is the program, policy or initiative new or existing?

New

Existing

b. Describe the program, policy or initiative:

## CRITERIA CHECKLIST

### 2. Data Element Identification

- a. Has a list of all personal information and/or personal health information data elements that will be or are collected, used or disclosed in the proposed or existing program, policy or initiative been prepared?

Yes

No

- b. Does the program, policy or initiative involve one or both of the following data elements?

i. Personal information

ii. Personal health information

of clients/customers

of clients/customers

of employees

of employees

### 3. Legislative Authority

- a. Which of the following statutes are involved?

*The Freedom of Information and Protection of Privacy Act (FOIP)*

*The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)*

*The Health Information Protection Act (HIPA)*

Other (please list):

- b. Has legislative authority for the program, policy or initiative been established?

Yes

No

### 4. Data Flows

- a. Have you mapped out any data flows?

Yes

No

Not applicable

If not applicable was selected, please explain why not:

## CRITERIA CHECKLIST

### 5. Privacy Risks

- a. Have all privacy risks been identified and mitigated to the fullest extent possible?

Yes

No

### 6. Fair Information Principles

- a. Please check all the fair information principles addressed by your program, policy or initiative (see Appendix A for a description of each):

Accountability

Identifying purpose

Consent

Limiting collection

Limiting use, disclosure and retention

Accuracy

Safeguards

Openness

Individual access

Challenging compliance

Accuracy

### 7. Privacy Officer

- a. Has your privacy officer been involved/consulted in the development of this program, policy or initiative?

Yes

No

If no was selected, why not?

## CRITERIA CHECKLIST

### 8. Implementation

a. Has the program, policy or initiative been implemented?

Yes

No

What is your deadline for implementation?

### 9. Relevant Documents

Please attach all relevant documents (i.e. contracts, agreements, policies, procedures, MOUs, notices)

a. Please describe attached documents:

b. If anything is missing please indicate why it is not included:

### 10. Expectations

a. Would one of the following assist in the consultation process?

i. A meeting with the IPC

Yes

No

ii. A demonstration

Yes

No

b. What are you hoping to get out of the consultation process from the IPC?

Send completed form and any accompanying documentation to Diane Aldridge, Deputy Commissioner at:

**Saskatchewan Information and Privacy Commissioner**

503 – 1801 Hamilton Street  
Regina SK S4P 4B4

OR

Email: [daldridge@oipc.sk.ca](mailto:daldridge@oipc.sk.ca)

**FOR OFFICE USE ONLY**

Date Received

IPC File Number

# APPENDIX A

## 10 Fair Information Principles

### **Principle 1: Accountability**

An organization must designate an individual accountable for compliance with the 10 fair information principles.

### **Principle 2: Identifying Purpose**

The purpose for which personal information is collected shall be identified by the organization at the time or before the information is collected.

### **Principle 3: Consent**

Knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate.

### **Principle 4: Limiting Collection**

Collection shall be limited to personal information that is necessary for the purposes identified by the organization.

### **Principle 5: Limiting Use, Disclosure and Retention**

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law.

### **Principle 6: Accuracy**

Personal information shall be accurate, complete and up to date as necessary for the purpose for which it is to be used.

### **Principle 7: Safeguards**

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

### **Principle 8: Openness**

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

### **Principle 9: Individual Access**

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information.

### **Principle 10: Challenging Compliance**

An individual must be able to challenge compliance by making a complaint to the designated individual responsible for compliance with the privacy policy or applicable privacy statute.