



**Saskatchewan Information and Privacy Commissioner
November 2014**

Consultation Requests

Our office welcomes requests for the reviewing of a program, policy, Privacy Impact Assessment (PIA), education material, information system or 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 a report including our recommendations within 40 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 report provided public if it has educational value or would be in the public interest.

CRITERIA CHECKLIST

1. Date request submitted: _____
2. Your Contact information:

Organization: _____

Contact name: _____

Job title: _____

Contact email address: _____

Contact phone number: _____

3. Describe the program, policy or initiative:

- New; or
- Existing

4. 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 information system, technology, program or initiative been prepared?

Yes

No

b) Does the program involve one or both of the following data elements?

Personal information

of clients/customers

of employees

Personal health information

of clients/customers

of employees

5. Legislative Authority

a) Which of the following statutes are involved?

The Freedom of Information and Protection of Privacy Act

The Local Authority Freedom of Information and Protection of Privacy Act

The Health Information Protection Act

Other, please list:

b) Has legislative authority for the initiative been established?

Yes

No

6. Have you mapped out any data flows?

Yes

No

Not applicable. If not applicable, explain why

7. Have all privacy risks been identified and mitigated?

Yes

No

8. Please check those fair information principles addressed by your project or initiative below.

Accountability

Identifying purpose

Consent

Limiting Collection

Limiting Use, Disclosure and Retention

Accuracy

Safeguards

Openness

- Individual Access
- Challenging Compliance*

(*see attachment for description of each)

9. Has your Privacy Officer been involved/consulted in the development of this initiative?

- Yes
- No
 - If no, why not?

10. Has the program, initiative or policy yet been implemented?

- Yes
- No
 - What is your deadline for implementation? _____

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

a) What is attached, please describe below.

b) If anything is missing, please indicate why it is not included?

12. Would one of the following assist in the process:

- a) A meeting
 - Yes
 - No
- b) A demonstration of the system
 - Yes
 - No

13. What are you hoping to get out of the consultation process from our office?

Thank you for completing! If you have any questions regarding the process or the above, please contact Diane Aldridge, Director of Compliance at (306) 798-1602 or daldridge@oipc.sk.ca.