# Step 1 |PReliminary Analysis

An organization should conduct a PIA when PI/PHI will be a part of a new project. If there are multiple organizations exchanging of PI/PHI within the project, each organization should conduct a PIA.

An organization should also conduct a PIA when PI/PHI will be a part of a new process being introduced into an already-existing project or program.

Therefore, before getting started on conducting a PIA, an organization should determine if PI/PHI is a part of the new project. This determination should be made at the early stages of the designing or development of a project.

If the new project does not involve PI/PHI, then a PIA is not required.

#### **Project Description**

Provide a description of the project.

|  |  |
| --- | --- |
| Project Title: |  |
| Purpose/Objectives: |  |
| Project lead (Name, contact information, and organization) |  |
| List all organizations involved in the project. |  |
| Additional information: |  |

#### **Information Involved**

Identify the PI/PHI that will be involved in the project. Refer to the legislation for the definitions of PI/PHI.

If you check **“no”** to the first question (as in, there is no PI/PHI involved), then proceed to the third table below. If you check **“unknown”**, further consultations need to be made with the Project Lead or other key players involved in the project to determine if PI/PHI is involved.

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | No | Unknown |
| Does the project involved information about individuals in their personal capacity? |  |  |  |
| If yes, list the group of individuals whose PI/PHI will be involved in the project (e.g. students, patients, senior citizens, etc.) |  |  |  |
| If yes, list the types of PI/PHI that will be involved in the project. |  |  |  |

#### **Privacy Legislation**

Identify application privacy legislation (check all that apply).

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | No | Unknown |
| *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) |  |  |  |

#### **Conclusion**

Document whether a PIA will need to be completed and the reasons for the decision. If PI/PHI is involved, then a PIA should be conducted. If PI/PHI is not involved, then a PIA does not have to be done.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **No** | **Unknown** |
| **Does a PIA need to be completed?** |  |  |  |
| **If you have checked “Yes” or “No”, then document reasons for the decision** |  | | |
| **If you have checked “Unknown”, then document actions that need to be taken to make a determination if a PIA needs to be completed. Eventually, your organization needs to decide whether it needs a PIA or not.** |  | | |