

# 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.

## 1. PROJECT DESCRIPTION

Provide a description of the project.

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

|                                |  |
|--------------------------------|--|
| <b>Additional information:</b> |  |
|--------------------------------|--|

## 2. 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 |
|--|-----|----|---------|
| <b>Does the project involved information about individuals in their personal capacity?</b>   |     |    |         |
| <b>If yes, list the group of individuals whose PI/PHI will be involved in the project (e.g. students, patients, senior citizens, etc.)</b> |     |    |         |
| <b>If yes, list the types of PI/PHI that will be involved in the project.</b>  |     |    |         |

## 3. PRIVACY LEGISLATION

Identify application privacy legislation (check all that apply).

|  | YES | No | Unknown |
|--|-----|----|---------|
|  |     |    |         |

|   |  |  |  |
|---|--|--|--|
| <i>The Freedom of Information and Protection of Privacy Act (FOIP)</i>                    |  |  |  |
| <i>The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)</i> |  |  |  |
| <i>The Health Information Protection Act (HIPA)</i>                                       |  |  |  |

## 4. 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 |
|--|-----|----|---------|
| <b>Does a PIA need to be completed?</b>  |     |    |         |
| <b>If you have checked “Yes” or “No”, then document reasons for the decision</b>   |     |    |         |
| <b>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.</b> |     |    |         |