

STEP 4 | PIA REPORT

The PIA Report should include the following:

1) Background/Summary of project

This section of the PIA Report should describe the project and establish the scope of the PIA.

2) Identify privacy impacts of project

Through the first three steps of the PIA process, privacy impacts such as areas where there is not adequate protection for PI/PHI and/or there are parts of the project that are not in compliance with the legislation. This section of the PIA Report should identify the privacy impacts.

3) Rate the privacy impact as high, medium, or low

Although not all privacy impacts can be eliminated, each privacy impact should be mitigated as much as possible. Rate each privacy impact as high, medium, or low to assist your organization in prioritizing action to mitigate privacy impacts.

4) Recommendations to mitigate privacy impacts

Recommendations should be made to address each privacy impact that has been identified. From these recommendations, a privacy risk mitigation strategy can be developed.

You might want to consider creating a table, such as the one below, which lists the privacy impact and the recommendation to mitigate the privacy impact.

Privacy Impact	Level of Privacy Impact (High/Medium/Low)	Recommended action to mitigate the privacy impact

Once the PIA Report is complete, the PIA should be given to the project lead so that the privacy risk mitigation strategy can be approved and implemented. As the project evolves and the privacy risk mitigation strategy is implemented, progress should be monitored and documented. Key questions to be asked are:

- 1) Has the privacy impact(s) been mitigated?
- 2) Has changes to the project introduced new privacy impacts?

The PIA process should be ongoing. As mitigation strategies are implemented, then the project should be evaluated to determine if the privacy impact has been addressed sufficiently or if new privacy impacts have been introduced.