

# Worksheet for The Freedom of Information and Protection of Privacy Act (FOIP) Privacy Impact Assessment

## I. Definition of personal information & authorization to collect, use, and disclose

Question	Yes	No
Is personal information being collected?		

**Notes:**

Question	Yes	No
What personal information is being collected?		

**Notes:**

Question	Yes	No
Is the organization recognized as a "government institution" (FOIP) and accountable under either legislation for the collection, use, and disclosure of personal information?		

**Notes:**

## II. Access of Individuals to Personal Information for Amendment and Review

Question	Yes	No
Are policies and procedures in place to accommodate individual requests for access to personal information?		

**Notes:**

Question	Yes	No
Are there policies and procedures in place to, when appropriate, deny an individual request for access to personal health information?		

**Notes:**

Question	Yes	No
Are there procedures in place to correct an individual's personal information, if requested?		

**Notes:**

Question	Yes	No
Are there policies and procedures in place to ensure that personal information is as accurate and complete as possible?		

**Notes:**

### III. Limits on Collection, Use, and Disclosure

<b>Question</b>	<b>Yes</b>	<b>No</b>
Is personal information collected for a program, activity, or service that will be of benefit to the subject individual?		

**Notes:**

<b>Question</b>	<b>Yes</b>	<b>No</b>
Is personal information being collected directly from the individual? In the situation(s) where personal information is NOT collected directly from the individual, is it collected in a manner allowed by legislation?		

**Notes:**

<b>Question</b>	<b>Yes</b>	<b>No</b>
Will individuals be informed as to the anticipated uses and/or disclosures of their personal information?		

**Notes:**

<b>Question</b>	<b>Yes</b>	<b>No</b>
Is personal information being used for its originally prescribed purpose? If not, has consent been obtained to use the information in a different manner than originally intended?		

**Notes:**

Question	Yes	No
Will consent be <i>obtained from</i> the individual before the disclosure of personal information?		

**Notes:**

Question	Yes	No
In the event that consent is not obtained for the disclosure of personal information, will disclosure(s) be made in accordance with situations approved by legislation?		

**Notes:**

Question	Yes	No
Are there policies and procedures in place to accommodate the disclosure of personal information belonging to a person that is deceased?		

**Notes:**