

PRIVACY IMPACT ASSESSMENT

I BASIC INFORMATION – New Activity – Collecting Certificate of Insurance

1. Ministry/Public Body and Program Area.

Department	Finance
Division	Supply Management Services
Program	Insurance & Risk Management

2. Contact Position and/or Name, Telephone Number and E-Mail Address.

(This should be the name of the individual most qualified to respond to questions regarding the PIA).

Name, Title	Graham Fisher, Insurance & Risk Management Specialist
Branch/Section	Supply Services
Phone Number	250 361 0264
E-Mail	gfisher@victoria.ca

3. Description of the Program/(Initiative) being assessed.

(Please note here if the initiative does **not** collect, use or disclose personal information). If this is a change to an existing legislation, system or program, describe the current system or program and the proposed changes.

"The Certificate of Insurance system/ program has been created to ensure that contractors, vendors and tenants provide evidence of insurance pursuant to their contractual obligations to protect the City's operations, programs and assets.

The program does not collect "personal information". The information on the certificate is City employee contact information and business contact information for the purpose of contacting the company.

Section 7 of the *Community Charter* provides the legislative authority to create the new system/program as part of stewardship of City assets and fostering economic well-being for the community.

"This PIA will review for compliance with the *Freedom of Information and Protection of Privacy Act* (the Act) the management of certificates of insurance that will provide assurance that contractors, vendors and tenants are meeting their contractual obligations to provide evidence of insurance."

4. Purpose/Objectives of the Program (if statutory, provide citation).

The purpose of the certificate of insurance management system is to ensure that contractors, vendors and tenants are discharging their contractual obligations to provide insurance that protects the interests of the City, its programs, activities and assets.

5. What are the potential impacts of this proposal? (Include privacy impacts in this description).

No negative impacts to individuals' privacy are anticipated because no personal information is collected, used or disclosed.

PIA #: 2014-001	Date: April 01, 2014	Privacy Analyst: Rob Gordon
Re: Certificate of Insurance - New activity		

6. Provide details of any previous PIA or other form of personal information assessment done on this initiative (in whole or in part).

There is no existing PIA.

IF THERE IS NO PERSONAL INFORMATION INVOLVED, GO TO X. SIGNATURES.

****IMPORTANT NOTE:** Recent amendments to the FOIPP Act have altered the definition of personal information from "recorded information about an identifiable individual" to "recorded information about an identifiable individual other than contact information." Contact information includes the name, title, telephone or facsimile number, email address etc., which enables an individual at a place of business to be contacted. The amendments also generally alter the definition of public body employee to include a volunteer, and extend a public body's responsibilities under Part 3 of the Act to its employees, officers and directors and to its service providers and their employees, associates or affiliates.

SIGNATURES

Graham Fisher, Insurance & Risk Management Specialist

Signature



Date April 1, 2014

Rob Gordon, Information Access and Privacy Analyst

Signature



Date

April 2, 2014

Department/Division Manager

Signature



Date

APRIL 2/14

