

Why do I need to do a PIA?

Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FOIPPA.

Part 1 – General

Name of Department/Branch:	Victoria Convention Centre		
PIA Drafter:	Rob Gordon		
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Program Manager:			
Email:		Phone:	

1. Description of the Initiative

The Victoria Conference Centre (VCC) was using a software product called Autosketch for event floor planning purposes. The company that owns Autosketch no longer supports it though requiring VCC to use a new product. The new product is called Social Tables. It meets all VCC's requirements and will work with VCC's existing Event Business Management System (EMBS) that manages the entire booking process for events held at VCC.

2. Scope of this PIA

This PIA just reviews the purchase of Social Tables which is software used to create floor plans for conference rooms that will be used for events, conference, meetings etc. that are booked at the VCC. Social Tables is just one tool used to support VCC's EBMS system. This PIA does not include a review of the EBMS.

3. Related Privacy Impact Assessments

There are no related PIAs

4. Elements of Information or Data

Social Tables is a room planning tool that VCC will use to create event room diagrams showing the location of furniture (chairs, tables, etc.) and equipment. The version of Social Tables being purchased is not capable of collecting and managing personal information (e.g. to identify the individuals sitting in each chair at each table in room). There is a module that is purchased that can do this, but VCC is not purchasing it.

Social Tables does not collect, use or disclose personal information.

Part 6 – Information Access and Privacy Analyst’s Recommendations

1. If the Social Tables module that manages personal information is purchased, please advise the Information Access and Privacy Analyst to complete the a full version of this PIA.



City of Victoria - Privacy Impact Assessment

SOCIAL TABLES

PIA-2016-112

Part 7 - Program Area Signatures

Rob GORDON

Privacy Officer/Privacy Office Representative

[Handwritten Signature]

Signature

Oct 14/16

Date

Stelley VILLANUEVA

Program/Department Manager

[Handwritten Signature]

Signature

Oct 13/16

Date

DAVID SAXTON

Contact Responsible for Systems Maintenance and/or Security (Signature not required unless they have been involved in this PIA.)

[Handwritten Signature]

Signature

10/14/2016

Date

N/A

Head of Public Body, or designate

Signature

Date

A final copy of this PIA (with all signatures) must be kept on record.