



# City of Victoria - Privacy Impact Assessment

## Digital Plans - Demolition Permit

PIA-2017-009

### 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:	Planning		
PIA Drafter:	Rob Gordon		
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Program Manager:	Katherine Wilson		
Email:	kwilson@victoria.ca	Phone:	250.361.0392

### 1. Description of the Initiative

The Permits and Inspections Branch (P&I) of the Sustainable Planning and Community Development Department initiated a pilot Digital Plans Project (DPP) in 2011. The DPP was meant to determine the benefits and obstacles with migrating from a manual, paper-based process of receiving, reviewing and approving plans to an electronic process. The DPP has evolved since 2011 (e.g. plans are not signed off with digital signatures) and its scope has grown to encompass more than just plans that are required for submission with many permit applications (building, development, development variance, rezoning etc.). For example, Tempest’s web application, eApply, has been adopted to allow individuals to submit electronic applications for electrical permits and, in future, to apply for building and plumbing permits online.

This PIA reviews the DPP’s current effort to migrate plans submitted with demolition permits from a manual to a digital receipt (VIA USB KEY), review in OneDrive SharePoint Online, and approve via OneDrive and Prospero process. The plans are only one component of the demolition permit application process. The migration to electronic acceptance and review of demolition plans has no impact on the collection, use and disclosure of personal information collected by another section of the demolition permit application form.

The plans/application form will be stored to OneDrive/SharePoint on Office 365. Once final, they will be saved to the Demo permit’s Prospero folder and database. Normally the application is scanned and saved to the Prospero folder along with the demo plans. Once the folder tasks are finalized, they technically can be displayed on Development Tracker.

### 2. Scope of this PIA

This PIA confines itself to just reviewing the demolition permit application migration from a paper-based manual process to an electronic receipt, review and approval process using digital plans. Plans are a major component in the process of receiving and approving permit applications, but the entire process is complex involving numerous steps, multiple staff and adherence to bylaw

requirements and the Official Community Plan (OCP). This PIA will be linked to a PIA documenting the entire process of managing demolition permits.

### 3. Related Privacy Impact Assessments

These PIAs are related to the DPP:

- PIA-2016-010 – Development Tracker
- PIA-2016-002 – P&I Tempest Mobile Dashboard Application
- PIA-2017-005 Office 365 non PI Apps

### 4. Elements of Information or Data

Demolition Permit plans don't contain personal information. The plans can be linked to the personal information of homeowners (e.g. name, address, contact information) if a permit application is applied for on behalf of a homeowner. However, homeowner personal information will not be on the plans. The demolition plans will contain the information regarding the architectural firm, developer or development company that created them.

The migration to electronic processing of plans associated with demolition permit applications does not affect the collection, use, disclosure, access etc. of the personal information collected by a different section of the application. For example, plans are not passed from reviewer to reviewer accompanied by the demolition application.

In time, demolition permits will be made publicly available on Development Tracker with the same information available as is currently available with completed electrical permits (e.g. residential, commercial, entertainment). However, no personal information will be publicly available (Please see Appendix A for the publicly available information).

As this is a system PIA that does not impact the collection, use, disclosure, access or other privacy provisions, parts 2 through 5 do not need to be completed. A separate PIA is necessary to review the demolition permit process activity from start to finish for compliance with FoIPPA. This activity PIA will be done with program staff and not IT staff as this system PIA has been done with.

If no personal information is involved, please submit Parts 1, 6, and 7 to your privacy office(r). They will guide you through the completion of your PIA.

**5. Part 6 – Information Access and Privacy Analyst’s Recommendations**

1. If there are significant changes to the electronic review process of demolition permit plans, please advise the Information Access and Privacy Analyst to confirm there are no privacy compliance issues.
2. Please advise the Information Access and Privacy Analyst when the completed demolition permits are published to Development Tracker.



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**Part 7 – Program Area Signatures**

Rob Gordon

October 5, 2017

Information Access and Privacy  
Analyst

Signature

Date

N/A

Program/Department Manager

Signature

Date

MIKE PALMER

Oct 17, 2017

IT Branch Representative

Signature

Date

Rob Gordon - Designate

October 5, 2017

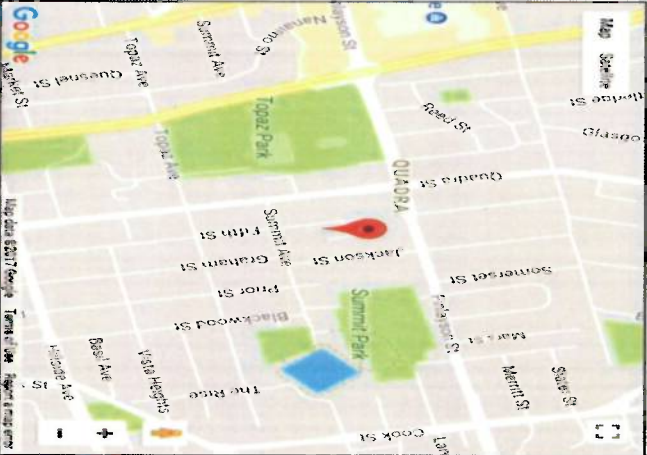
Head of Public Body or Designate

Signature

Date

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

**APPENDIX A**

<b>3021 FIFTH ST</b>	
<b>Application Contact:</b>	N/A
<b>Project Type:</b>	Electrical Permit-Residential
<b>Folder Number:</b>	EP003302
<b>Application Date:</b>	Sep 14, 2017
<b>Addresses:</b>	3021 FIFTH ST
<b>City Contact:</b>	N/A
<b>Purpose:</b>	COMPLETE ELECTRICAL INSTALLATION OF NEW RESIDENTIAL HOME 200AMP DUPLEX METER BASE
	
<b>Task Progress Legend</b>	
Residential Electrical Permit Issued	Start Date Sep 14, 2017
Safe to Occupy / Life Safety Systems Complete	Completed Date Sep 14, 2017
EP Final / All Work Complete	
<b>Disclaimer</b>	
Although the City of Victoria tries to ensure the accuracy of all information here, you should confirm all information.	

