



## Privacy / Security Screening Assessment

The purpose of this Initial Privacy / Security Screening Assessment is to help identify any potential privacy risks and if further privacy or security review will be necessary for this project, program, or initiative. **Please complete the information below and return to: Privacy\_Office @wsib.on.ca. If you require assistance while completing this form please call the Privacy and FOI Office at 416-344-5323**

### Project/Program Information

Project/Program Name	
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### Contact Information

Assessment completed by	
Title	
Phone #	
Date completed	

## 1. Project Description

1.1 Provide the Business Rationale for your project. Include a brief description of the purpose, what outcomes are being targeted (i.e.: short term and long term), and what is in scope or out of scope.

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## 2. Data Collection, Use and Disclosure

### 2.1

	YES	NO	UNKNOWN
Will you and/or initiative be collecting, using or disclosing personal information (data about an identifiable individual, includes all claim file information)?			
<b>* If your answer is NO, do not proceed in completing the remaining fields of the PSSA and submit this screening assessment (with section 1 and 2.1 completed) to the Privacy and FOI Office *</b>			
Unknown at this time (Please explain why in row below)			

### 2.2 Identify the personal information that will be collected, used and disclosed? (Check all that apply)

	Collect	Use	Disclose
Name			
Personal address			
Personal email address			
Personal telephone number			
Age			
Date of birth			
Sex			
Marital status			
Family status			
Education			
Employment history			
Financial transactions involving the individual			
Medical information including pre-existing conditions, medication history, laboratory test results, diagnostic images, immunization records, and any other health information related to identifiable individuals			
Psychiatric history			
Identifying number including claim number, social insurance number, bank account number, or other type of unique identifying number related to identifiable individuals			
Other types of personal information not listed above (Please list specifics in row below, i.e. Race, Ethnic Origin, Religion, Criminal history)			

### 3. Data Subject

#### 3.1 Identify whom the personal information will relate to (check all that apply)

Workers	
Employers	
WSIB employees	
Others (Please describe in row below)	

#### 3.2 Identify any location outside of Ontario where personal information may be accessed from or stored.

### 4. Project Characteristics

#### 4.1 Identify key characteristics of your project? (Check all that apply)

	Yes	No	Unknown
Involves creation of <i>new</i> program, process, or service			
Involves creation of <i>new</i> technology, information system or other type of IT application			
Involves change to <i>existing</i> program, process or service			
Involves change to <i>existing</i> technology, information system or other type of IT application			
Involves procurement of goods or services			
Involves outsourcing or contracting for service related to the collection, use, disclosure, processing, retention, storage, or disposal of information			
Involves program, system or technology that is reasonably likely to have WSIB enterprise-wide impact			
Involves the creation of an information system or database containing personal information, including potential matching, merging, combining or centralizing of databases			
Involves the sharing of personal information			
Involves the Enterprise Information Warehouse (EIW) or other WSIB data base			
Involves remote access			

	Yes	No	Unknown
Involves the need to identify, authenticate or authorize users (e.g. user id and password, identity cards, digital signature, biometrics, multi-purpose identifiers, or use of other authentication technology)			
Other (Please specify project characteristic row below)			

#### 4.2 Identify changes that will result from your project (check all that apply)

	Yes	No	Unknown
Involves a change in users (internal and external) of process or system			
Involves a change in partners or service providers			
Involves a change in the amount or type of personal information, or the process by which it is collected, used, disclosed, retained, secured, and disposed of			
Involves a change to the purposes for which personal information was collected, used or disclosed Involves a change in roles and responsibilities (i.e., change in access to personal information privileges)			
Involves a change in the sharing, of personal information with other programs, institutions, governments or partners			
Involves a change in the technology used to collect, process, transport, disclose personal information (i.e., hardware and software)			
Involves a change to an information system or database containing personal information, including matching, merging, combining or centralizing of databases and data marts and warehouses			
Involves a change of format or service delivery channels (e.g., automation of manual process, conversion from paper to electronic records, creation of new eServices to clients)			
Involves a change in the security requirements or measures			
Involves a change in where information will be retained			
Other (Please specify change or proposed change in row below)			

## 5. Technology

5.1 Identify technology-related characteristics of your project known at this time (check all that apply)

	Yes	No	Unknown
Involves technology designed to monitor, track or observe an individual or their transactions (e.g., video cameras, cell phones, GPS, or RFIDs)			
Involves logging information, usage or preferences (e.g., IP addresses, traffic data, access or transaction logs, cookies, or mechanism for recording individual's use of kiosks)			
Involves public-facing Internet communications or eServices (including websites, blogs, forums, bulletin boards, or social media.)			
Involves use of analytics or employee performance measurements			
Involves the development, acquisition of, or customization of commercial software, hardware or IT support services by external vendors or IT			
Involves system or application that will automatically collect or provide access to personal information through an electronic channel			

## 6. Users and Service Providers

6.1 In this section provide information about the internal and external users involved in the project, including all those who will have access to the personal information.

### a) Internal Users

Division (e.g. Channel Solutions)	Group / Team (e.g. Telephone Enquiry Reps)	Number of Users	Role/Function (E.g. scan documents into network drive, 1 <sup>st</sup> tier support, etc.)



**b) External Users**

External Stakeholder (E.g. WT Service Providers, Health Care Providers, CRA)	Number of Users	Role/Function (e.g. submit reports to WSIB)

**6.2 In the following table provide information about the service providers / vendors involved in this initiative.**

Name of service provider / vendor	Services Being Provided	Will other organizations / third party administrators be contracted by the service provider / vendor? If so, who are these companies?

**To Be Completed By the Privacy and FOI Office**

**Project/Program Contact Information**

Project Name	
Contact	
Date Submitted for Privacy Initial Review	

**Privacy and FOI Office Contact Information**

Privacy Initial Review completed by:	
Date completed:	

**Privacy Initial Review**

Based on the following information a Privacy Impact Assessment is recommended (list the privacy risks identified from the review of the screening assessment)

- To understand and meet the WSIB privacy obligations please refer to Project and Program Privacy Design Principles. This document is available on the Privacy Resource Page.

The above information may be used to assist in completing the Business Case Template. This screening assessment has been forwarded to IT Security, they will respond to you directly following their review.

OR

Based on the information you provided in the Privacy/Security Screening Assessment it does not appear Privacy Office involvement is required. This assessment is based on the following facts.

If this information does not appear to be correct and/or if there is additional information to provide please contact the Privacy Office.

This screening assessment has been forwarded to IT Security, they will respond to you directly following their review.