PRIVACY IMPACT ASSESSMENT QUESTIONAIRE

MUNICIPAL DRONE POLICY

QUESTIONS	*FINDINGS*					PRIVACY IMPACT	ACTION ITEMS
	Y[1]	*N*[2]	*UK*[3]	*NA*[4]	*EXPLANATION*		
1. COLLECTION AUTHORITY							
Is the collection of personal information authorized under *MFIPPA* or another act?							
Do all parties collecting personal information have legal authority for the collection?							
Has responsibility for the collection been assigned to program staff or third party service providers?							
Will personal information be used for other purposes?							
Will uses of personal information be for purposes stated in the notice of collection or for a consistent purpose?							

[1] **"Y" = Yes**

[2] **"N" = No**

[3] **"UK" = Unknown**

[4] **"NA" = Not Applicable**

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2. PURPOSE OF COLLECTION							
Has the purpose of the collection been defined? What is the purpose of the collection?							
3. MANNER OF COLLECTION/SOURCE OF PERSONAL INFORMATION							
Will personal information be collected directly from the individual? Explain the form of collection (for example, orally, hardcopy form, online portal, etc.).							
Will personal information be collected indirectly from another source, or covertly? Why?							
Will indirect collection comply with *MFIPPA*? Explain authority for indirect collection.							
Will notice of collection be provided to the individual(s)? Explain timing, method, and exemptions from notice, where authorized.							
Will the notice of collection comply with *MFIPPA*? Explain how or missing components.							
4. MANNER OF USE							
Have all parties using personal information been defined, for							

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example, program staff, consultants, agents, third party service providers, etc.?							
Will the project only collect personal information for which there is legal authority?							
Will there be procedural, technical, and physical measures in place to ensure personal information will be used only for authorized purposes and by authorized parties? Explain measures.							
Will there be periodic reviews of the collection controls to ensure effectiveness?							
5. DATA MINIMIZATION							
Is personal information necessary for the project to proceed?							
Is collection of all the personal information necessary? Why or why not?							
6. DISCLOSURE (PURPOSE AND MANNER)							
Has the purpose of the disclosure been defined? Explain purpose(s).							
Will personal information be disclosed for other purposes?							

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Will disclosures of personal information be for purposes stated in the notice of collection or for a consistent purpose?							
Have all parties disclosing personal information been defined, for example, program staff, consultants, agents, third party service providers, etc.?							
Has the manner of disclosure been defined, for example, oral, mail, email, etc.,?							
Will the disclosures be documented and how?							
Will disclosures be documented and controlled by information sharing agreements or other means?							
Will there be controls in place to ensure personal information will be disclosed for authorized purposes, by and to authorized parties? Explain controls.							
Will there be periodic reviews of the disclosure controls to ensure effectiveness?							

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Is disclosure of all the personal information necessary for the project to proceed?							
Is it reasonably likely that personal information will need to be disclosed for research purposes?							
7. DATA RETENTION							
Will there be defined and documented policies, procedures, and other requirements related to the retention of personal information?							
Will measures be in place to ensure that personal information will be retained for a minimum of one year after its last use?							
Has the medium and format of the personal information to be retained been defined?							
If the personal information has not been used, will it be retained for only as long as necessary to meet its purpose?							
Will procedures be defined and documented related to consent for							

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early disposal of personal information?							
Will there be periodic reviews of the retention requirements and consent procedures to ensure effectiveness?							
8. SECURITY							
Will measures be used to secure the personal information? Explain each physical, technical and procedural measure.							
Will security policies and procedures be defined and documented to protect the confidentiality, integrity and availability of personal information?							
Will testing and periodic reviews be conducted to ensure that personal information is only collected, accessed, used, disclosed, retained and disposed of when authorized?							
Will all actions relating to the collection, use, disclosure, retention, correction, copying or disposal be logged and subject to auditing and monitoring?							

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Will procedures be defined and documented on how to identify, report, investigate and address the unauthorized access, collection, uses and/or disclosure of personal information?							
9. DISPOSAL AND DESTRUCTION							
Will procedures be defined and documented for the secure disposal, for example, transfer to archives or destruction of personal information in accordance with applicable records retention schedules, regulations/bylaws? Explain disposal process.							
Will procedures be defined and documented for disposal of devices and equipment containing personal information?							
Will controls be defined and documented to ensure only appropriate personal information will be disposed of or destroyed, and only by authorized parties after obtaining appropriate approval?							

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Will there be periodic reviews of the disposal controls to ensure effectiveness?							
Will details of the disposal of personal information be recorded?							
Will measures be defined and documented to ensure no personal information is captured in the disposition record?							