

Privacy Impact Assessment (PIA) Summary:

New Funding Model Technology 2017

DESCRIPTION OF THE PROJECT

The Canada Council's New Funding Model (NFM), launched in April 2017, reduces the previous suite of over 140 discipline-based grant programs to six national grant programs and five strategic funds. Applications for funding are made through an online portal launched in 2016. The portal is integrated with the Canada Council's Arts Tracking System (ATS) to manage applications and grants, and the internal Council SharePoint system to manage documents. The portal collects personal information during the creation of accounts, applicant profiles, applications, grant acknowledgement forms and internal reports for new programs and components. The Internet has become a preferred channel for service delivery and convenience.

WHY THE PIA WAS NECESSARY

The NFM portal requires the collection, use and disclosure of certain types of personal information about identifiable individuals for the purposes of funding decisions. In order to ensure compliance with the *Privacy Act* and associated Treasury Board Secretariat privacy policies, this Privacy Impact Assessment (PIA) examined privacy risks which may be associated with the online portal. The purpose of the PIA was to mitigate, reduce or eliminate those risks by implementing specific response measures.

PIA OBJECTIVES

The objective of the PIA Report was to:

- identify privacy risks associated with the collection of personal information from applicants through New Funding Model technology,
- assess potential risks associated with the collection of personal information over the internet and enabling the secure transfer of the personal information to the Canada Council, and
- mitigate, reduce or eliminate any those risks related to the collection, use, and retention of the personal information required to administer the New Funding Model (NFM), the portal, and the connecting systems by implementing specific response measures.

PIA FINDINGS AND RISK SUMMARY

The Canada Council takes the protection of Canadians' information very seriously. The PIA analysis of the risks was made in consideration of the ten universal privacy and fair information practice principles of the Canadian Standards Association Model Code for the Protection of Personal Information.

In addition, it includes details on the technology such as the service design, the risk analysis and description of the technical safeguards provided to protect personal information.

The Vulnerability Assessment recommendations addressed low to high risks associated with the portal and actions on all noted vulnerabilities were taken prior to going live. Risks to confidentiality, availability and integrity of information stored and processed by this system were mitigated by implementing safeguards.