

## APPENDIX I

### PIA Templates and Guides by Jurisdiction

#### I. PIA GUIDANCE

##### DEFINITIONS

Guidance Type	Description
Guide	Comprehensive guide or handbook, describing process in detail
Process Overview	Short overview of the process or template
Report Outline	Annotated Table of Contents, describing what should be included in the final report.

COUNTRY	TYPE	PUBLISHED MATERIAL
<b>North America</b>		
United States of America	Guide	<b>National Government</b> , Office of Management and Budget, <i>E-Government Act Section 208 Implementation Guidance</i> , September, 2003, at: <a href="http://www.whitehouse.gov/omb/memoranda/m03-22.html">http://www.whitehouse.gov/omb/memoranda/m03-22.html</a>  Several departments also have their own guides, most notably, the Department of Homeland Security. <i>Privacy Impact Assessments: official guidance, 2007</i> , at: <a href="http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_may2007.pdf">http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_may2007.pdf</a>
	Canada	
	Process Overview	<b>National Government</b> , <i>Privacy Impact Assessment Policy</i> , Treasury Board of Canada Secretariat at: <a href="http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/pia-pefr/piap-pefr_e.rtf">http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/pia-pefr/piap-pefr_e.rtf</a>
	Guide	<i>PIA Guidelines: A Framework to Manage Privacy Risks</i> , Treasury Board of Canada Secretariat, 2002, at <a href="http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/pia-pefr/piapg-pefrld_e.rtf">http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/pia-pefr/piapg-pefrld_e.rtf</a>
	Supplement	Report on PIA Best Practices, Treasury Board of Canada Secretariat, 2003, at <a href="http://www.tbs-sct.gc.ca/pgol-pged/pia-best/pia-best00_e.asp">http://www.tbs-sct.gc.ca/pgol-pged/pia-best/pia-best00_e.asp</a>
	Audit Guide	[For Internal Auditors] <i>Privacy Impact Assessment Audit Guide</i> , Treasury Board of Canada Secretariat, 2004, at: <a href="http://www.tbs-sct.gc.ca/ia-vi/policies-politiques/pia-efvp/pia-efvp_e.pdf">http://www.tbs-sct.gc.ca/ia-vi/policies-politiques/pia-efvp/pia-efvp_e.pdf</a>
	Background	PIA e-learning tool, Treasury Board of Canada Secretariat, 2003, at: <a href="http://www.tbs-sct.gc.ca/pgol-pged/piatp-pfefvp/index-a_e.asp">http://www.tbs-sct.gc.ca/pgol-pged/piatp-pfefvp/index-a_e.asp</a>
	Process Overview	<b>British Columbia</b> , Ministry of Labour and Citizens' Services. <i>Privacy Impact Assessment Process</i> , 2006, at: <a href="http://www.lcs.gov.bc.ca/privacyaccess/PIA/PIAprocess.htm">http://www.lcs.gov.bc.ca/privacyaccess/PIA/PIAprocess.htm</a>
	Process Overview	<b>Alberta</b> , (Service Alberta's) <i>PIA Guidelines and Practices</i> , Chapter 9, Privacy Compliance, Privacy Impact Assessments, at: <a href="http://foip.gov.ab.ca/resources/guidelinespractices/chapter9.cfm#9.3">http://foip.gov.ab.ca/resources/guidelinespractices/chapter9.cfm#9.3</a>  Note: an alternative PIA process and templates are used by a number of ministries, as described in the appended Alberta Jurisdiction Report. They are not available publicly on the internet.
	Guide	<b>Ontario</b> . Management Board Secretariat, Information and Privacy Office. <i>Privacy Impact Assessment: a User's Guide</i> , 2001 at: <a href="http://www.accessandprivacy.gov.on.ca/english/pia/pia1.pdf">http://www.accessandprivacy.gov.on.ca/english/pia/pia1.pdf</a> and  Ministry of Government Services, <i>PIA Screening Tool</i> , (undated) at: <a href="http://www.accessandprivacy.gov.on.ca/english/pub/screeningtool.pdf">http://www.accessandprivacy.gov.on.ca/english/pub/screeningtool.pdf</a>

Asia-Pacific		
Australia	Guide	<b>National Government</b> , Office of the Privacy Commissioner. <i>Privacy Impact Assessment Guide</i> , 2006, at: <a href="http://www.privacy.gov.au/publications/pia06/index.html">http://www.privacy.gov.au/publications/pia06/index.html</a>
	Guide	<b>Victoria</b> , Office of the Privacy Commissioner of Victoria, <i>Privacy Impact Assessment Guide</i> , 2004, at: <a href="http://www.privacy.vic.gov.au/dir100/priweb.nsf/download/FFC52F3B3A208C34CA256EF800819403/\$FILE/OVPC_PIA_Guide_August_2004.pdf">http://www.privacy.vic.gov.au/dir100/priweb.nsf/download/FFC52F3B3A208C34CA256EF800819403/\$FILE/OVPC_PIA_Guide_August_2004.pdf</a>
New Zealand	Guide	Office of the New Zealand Privacy Commissioner. <i>Privacy Impact Assessment Handbook</i> , 2002 <a href="http://www.privacy.org.nz/filestore/docfiles/48638065.pdf">http://www.privacy.org.nz/filestore/docfiles/48638065.pdf</a>
Hong Kong	Process Overview	Office of the Privacy Commissioner for Personal Data, Information Book, <i>E-Privacy: A Policy Approach to Building Trust and Confidence In E-Business</i> , under Stage 2: E-Privacy Strategic Planning and Privacy Impact Assessment, 2001, at <a href="http://www.pcpd.org.hk/english/publications/eprivacy_9.html">http://www.pcpd.org.hk/english/publications/eprivacy_9.html</a>

II. PIA TEMPLATES

Template Type	Description
Compliance Checklist	List of questions, organized like the governing statute, with yes/no boxes to indicate compliance with provisions
Annotated Compliance Checklist	Same as above, but guidance is provided on answering the questions and there may be an opportunity to explain answers
Screening Checklist	A list with Yes/No boxes or tick boxes containing questions to determine whether a PIA is necessary
Report Outline	Annotated Table of Contents, describing what should be included in a PIA final report.

COUNTRY/ REGION	TYPE	PUBLISHED MATERIAL
<b>North America</b>		
United States		<b>National Government</b> , Department of Homeland Security. <i>Privacy Impact Assessments: official guidance</i> , 2007
Canada	Annotated Report Outline	<b>National Government</b> , PIA Report Template Treasury Board of Canada Secretariat, 2002, at: <a href="http://www.tbs-sct.gc.ca/pgol-pged/ppia-epfvp/prelim-temp-modl/prelim-temp-modl00_e.asp">http://www.tbs-sct.gc.ca/pgol-pged/ppia-epfvp/prelim-temp-modl/prelim-temp-modl00_e.asp</a>
	Annotated Compliance Checklist	<b>British Columbia</b> , Ministry of Labour and Citizens' Services. <i>Privacy Impact Assessment Process</i> , 2006, at: <a href="http://www.mser.gov.bc.ca/privacyaccess/PIA/PiaTemplateRevisedMay06.doc">http://www.mser.gov.bc.ca/privacyaccess/PIA/PiaTemplateRevisedMay06.doc</a>
	Annotated Compliance Checklist	<b>Alberta</b> , Office of the Information and Privacy Commissioner of Alberta, <i>PIAs, Template</i> , at: <a href="http://www.oipc.ab.ca/pia/template.cfm">http://www.oipc.ab.ca/pia/template.cfm</a> Note: an alternative PIA process and templates are used by a number of ministries, as described in the appended Alberta Jurisdiction Report. They are not available publicly on the internet.
	Screening Checklist	<b>Ontario</b> , Ministry of Government Services, Corporate Access and Privacy Office. <i>Privacy Impact Assessment Screening Tool</i> , at: <a href="http://www.accessandprivacy.gov.on.ca/english/pub/screeningtool.pdf">http://www.accessandprivacy.gov.on.ca/english/pub/screeningtool.pdf</a>
<b>Asia-Pacific</b>		
Australia	Annotated Checklist	<b>National Government</b> , Module E, IPP Compliance Checklist, in the PIA Guide contains a Compliance Checklist, at <a href="http://www.privacy.gov.au/publications/pia06/mod-e.html">http://www.privacy.gov.au/publications/pia06/mod-e.html</a>
	Screening Checklist	<b>New South Wales</b> , Privacy New South Wales has an initial, screening tool: <i>Checklist – Identifying Privacy Issues Early</i> , Privacy NSW Privacy Essentials, No 3, April 2004, at: <a href="http://www.lawlink.nsw.gov.au/lawlink/privacynsw/ll_pnsw.nsf/vwFiles/privacyessentials_03_2005.pdf/\$file/privacyessentials_03_2005.pdf">http://www.lawlink.nsw.gov.au/lawlink/privacynsw/ll_pnsw.nsf/vwFiles/privacyessentials_03_2005.pdf/\$file/privacyessentials_03_2005.pdf</a>
New Zealand		No template but there is an annotated Table of Contents for a PIA report in the <i>Privacy Impact Assessment Handbook</i>
Hong Kong		No template