

Summary of the Privacy Impact Assessment (Web Summary)

Title

Provide the title of the program or activity:

Enterprise System and Productivity Tools (the "**Program**")

Description

Provide a brief, plain language description of the program or activity:

The Program involves the use of cloud-based platforms Microsoft 365 and Google Workspace (each a "Platform" and collectively, the "Platforms") to support secure communication and collaboration across DC's global offices and with external partners.

Why a privacy impact assessment was completed

Provide an outline of the reason for completing the PIA:

Pursuant to the Treasury Board Secretariat Directive on Privacy Practices and the Privacy Act, RSC 1985, c P-21, DC is required to complete a privacy impact assessment for this Program as it involves modifications to an existing program that uses personal information for an administrative purpose, including through the use of any new or modified information technology or other process.

Additional information

List any risks identified and the date any corresponding mitigation measures were implemented:

Risk No.	Risk Description	Affected Privacy Principle(s)	Risk Level	Mitigation Measures
1.	DC cannot control what PII the Data Subjects submit.	Limiting Collection	Medium	<i>Mitigation:</i> DC employees engage in data privacy training on how to properly handle PII. <i>Responsible Party:</i> DC <i>Target Completion Date:</i> Ongoing

Risk No.	Risk Description	Affected Privacy Principle(s)	Risk Level	Mitigation Measures
2.	Data Security	Safeguards	Medium	Data security has been assessed as Medium by the Canadian Centre for Cyber Security.
3.	Private third-party access to the Data Subject's PII.	Accountability Limiting Collection Limiting Disclosure	Low	<i>Mitigation:</i> Conduct due diligence and security assessments on service providers and prepare PIA, if applicable. Ensure adequate contractual protections where possible. <i>Responsible Party:</i> DC <i>Target Completion Date:</i> Complete
4.	Unauthorized changes to records of PII	Accuracy Safeguards	Medium	The Platforms have limited activity log functionality and do not monitor for changes to PII. DC employees engage in data privacy training on how to properly handle PII. Data security has been assessed as Medium by the Canadian Centre for Cyber Security.

Related personal information banks

Provide the name and bank number of any relevant personal information banks or classes or record:

- Access to Information and Privacy; TBS Registration # 005863
- Accounts Payable; TBS Registration #20250040
- Accounts Receivable; TBS Registration #20250041
- Applications for Employment; TBS Registration #008291
- Business Continuity Planning; TBS Registration #20250046
- Canadian Tourism Data Collective; TBS Registration # 20250061
- Consumer and Market Intelligence; TBS Registration #20250062
- Destination Development; TBS Registration #20250058
- Discipline; TBS Registration #005144
- Electronic Network Monitoring; TBS Registration #05866
- Employee Performance Management Program; TBS Registration #005145
- Employee Personnel Records; TBS Registration #005134
- Employment Equity and Diversity; TBS Registration #20250043
- Environment and Sustainability; TBS Registration #20250059
- Grievances; TBS Registration #005143
- Harassment; TBS Registration #005151
- Human Resources Planning; TBS Registration #20250045
- Internal Communications; TBS Registration #008294

- Market Database; TBS Registration #005133
- Members of Boards, Committees and Councils; TBS Registration #008295
- Newsletters; TBS Registration #20250056
- Occupational Health and Safety; TBS Registration #005140
- Outreach Activities; TBS Registration #20250039
- Pay and Benefits; TBS Registration #005137
- Physical Access Controls; TBS Registration #005142
- Professional Services Contracts; TBS Registration #008296
- Public Communications; TBS Registration #008297
- Recognition Program; TBS Registration #005152
- Security Incidents and Privacy Breaches; TBS Registration #20250047
- Training and Development; TBS Registration #005138

For more information about this privacy impact assessment

Provide the contact information of the person to reach out to for more information:

Margot Spence
Executive Director, Legal and Chief Privacy Officer
spence.margot@destinationcanada.com
604-318-3618