

Summary of the Privacy Impact Assessment (Web Summary)

Title

Provide the title of the program or activity:

Human Resources Information System (the "**Program**") updated to include a learning management system.

Description

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

As set out in the original PIA in relation to the Program posted in August 2023, DC uses the UKG Integrated Payroll and Human Resources Information System for the collection, storage, and processing of employee personal information for the purpose of administration of the employment relationship, and the administration of Canadian employee payroll. DC is now adding a module from UKG called UKG Pro Learning, which is a learning management system designed to deliver, track, and manage employee training and development (the "**Service**"). The Service will be used to provide or facilitate mandatory and optional training and learning activities for DC employees.

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.	Private sector third-party access to the Data Subject's PII.	Accountability Limiting Collection	Low	<i>Mitigation:</i> Conduct due diligence and security assessments on service providers and prepare PIA, if applicable. Ensure

Risk No.	Risk Description	Affected Privacy Principle(s)	Risk Level	Mitigation Measures
		Limiting Disclosure		adequate contractual protections where possible. <i>Responsible Party:</i> DC <i>Target Completion Date:</i> Complete

Related personal information banks

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

- Applications for Employment; TBS Registration #008291
- Employee Performance Management Program; TBS Registration #005145
- Employee Personnel Records; TBS Registration #005134
- Employment Equity and Diversity; TBS Registration #20250043
- Internal Communications; TBS Registration #008294
- Occupational Health and Safety; TBS Registration #005140
- Professional Services Contracts; TBS Registration #008296
- Staffing; TBS Registration #005135
- 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