

Event Management Tool

Privacy Impact Assessment

Summary

This document summarizes the project and the Privacy Impact Assessment (PIA)'s recommendations as they pertain to the use of a new event management tool starting in March 2016.

Employees working in the *National and International Event Management, Public and Governmental Affairs, International Promotion, and National Promotion and Communications* departments have access to the cloud-based WorkFront platform, hosted in the United States. Staff use this project management tool when preparing events, including coordinating and assigning tasks, following up on projects and tracking time worked by employees. The cloud-based solution is accessed through a user account. Personal information that could potentially be used for administrative purposes is found in user accounts belonging to employees who use the tool and in their respective time sheets.

A Threat and Risk Assessment (TRA), based on the Treasury Board of Canada Secretariat's security bulletin ITSB-105 (*Security Considerations for the Contracting of Public Cloud Computing Services*) and on our operational standards, allowed us to assess the residual risk tied to the technical, physical, operational and legal safeguards of the WorkFront platform. The TRA performed under the PIA determined 5 potential risks, 1 of which being « very low » and 4 being « low » at most. In addition to certain recommendations pertaining to, among other things, administrator and user accounts as well as the management of incidents, this PIA allowed Telefilm Canada to determine that the planned measures in relation to the implementation of this platform seeking to ensure the confidentiality, integrity and availability of the information transiting through this platform are in accordance with the *Privacy Act*.